

Chapter 1

Building Positions

Chapter Overview

Introduction This chapter explains the position structures used in the modern DCPDS. It outlines the data fields used in the required and Component-unique flexfields and describes the data to be entered and maintained.

Chapter Contents

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See Also



Module 2, Position Management and Classification Using the Modern DCPDS

Chapter 3, Managing Position Hierarchy

Overview of Organization and Position Hierarchy

Building a Position Hierarchy

Linking a Position to the Position Hierarchy


Deleting a Position From a Position Hierarchy

Position Flexfields

- Components use different data for building their positions. The following are examples of the different position flexfields and associated data fields used for building positions. Required data fields are **highlighted**.
 - The flexfields are divided into two sections:
 1. **Required by all Components**
 2. **Component-unique**
-

Position Flexfields

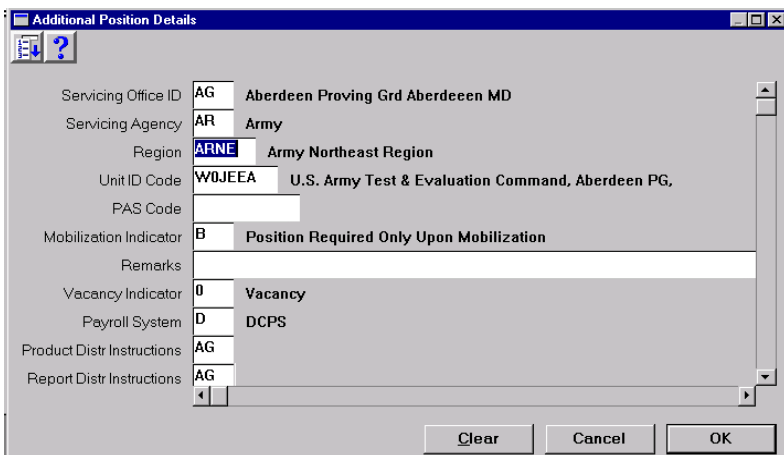
1. Required by All Components

Flexfield	Window/Description	
Position (<i>Name on the Position Window</i>)		
	Data Field	Description/Action
	<i>Position Description No</i>	Enter up to 15 characters; use all caps; Prints in Block 15 of NPA; may be customized: Ex: GS-13-1234.
	<i>Title</i>	Use LOV to select position title, or type in using all caps for consistency; prints in Block 15.
	<i>Sequence Number</i>	System-generated.
	<i>Agency Group</i>	“Owning” Agency Group; use LOV or type in; Ex: ARMC (US Army Medical Command); prints in Block 47 of NPA.
	<i>Position Type</i>	Use LOV or type in; Ex: APPR (Appropriated Fund).

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Position Flexfields, Continued

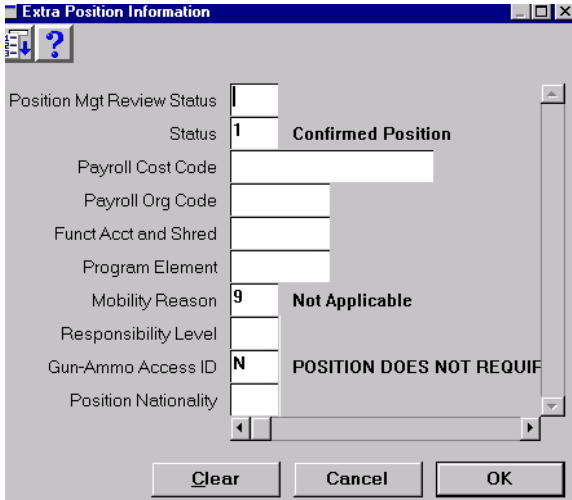
1. Required by All Components (continued)

Flexfield	Window/Description																								
Additional Position Details	 <p>The screenshot shows the 'Additional Position Details' window with the following fields and values:</p> <ul style="list-style-type: none"> Servicing Office ID: AG (Aberdeen Proving Grd Aberdeen MD) Servicing Agency: AR (Army) Region: ARNE (Army Northeast Region) Unit ID Code: W0JEEA (U.S. Army Test & Evaluation Command, Aberdeen PG) PAS Code: (empty) Mobilization Indicator: B (Position Required Only Upon Mobilization) Remarks: (empty) Vacancy Indicator: 0 (Vacancy) Payroll System: D (DCPS) Product Distr Instructions: AG Report Distr Instructions: AG <p>Buttons at the bottom: Clear, Cancel, OK.</p> <table border="1"> <thead> <tr> <th>Data Field</th><th>Description/Action</th></tr> </thead> <tbody> <tr> <td><i>Servicing Office ID</i></td><td>AG</td></tr> <tr> <td><i>Servicing Agency</i></td><td>AR</td></tr> <tr> <td><i>Region</i></td><td>ARNE (Note: Servicing Office ID and Region must be consistent to enable automatic population of Personnel Office ID in the US government Position Group 1 Flexfield.)</td></tr> <tr> <td><i>Unit ID Code</i></td><td>Used by all of DoD except Air Force.</td></tr> <tr> <td><i>Pas Code</i></td><td>Used Only by Air Force and National Guard.</td></tr> <tr> <td><i>Mobilization Indicator</i></td><td>Ex: B.</td></tr> <tr> <td><i>Remarks</i></td><td>(Optional - enter freeform text)</td></tr> <tr> <td><i>Vacancy Indicator</i></td><td>Ex: 0.</td></tr> <tr> <td><i>Payroll System</i></td><td>Ex: D.</td></tr> <tr> <td><i>Product Distr Instructions</i></td><td>Automatically populates.</td></tr> <tr> <td><i>Report Distr Instructions</i></td><td>Automatically populates</td></tr> </tbody> </table>	Data Field	Description/Action	<i>Servicing Office ID</i>	AG	<i>Servicing Agency</i>	AR	<i>Region</i>	ARNE (Note: Servicing Office ID and Region must be consistent to enable automatic population of Personnel Office ID in the US government Position Group 1 Flexfield.)	<i>Unit ID Code</i>	Used by all of DoD except Air Force.	<i>Pas Code</i>	Used Only by Air Force and National Guard.	<i>Mobilization Indicator</i>	Ex: B.	<i>Remarks</i>	(Optional - enter freeform text)	<i>Vacancy Indicator</i>	Ex: 0.	<i>Payroll System</i>	Ex: D.	<i>Product Distr Instructions</i>	Automatically populates.	<i>Report Distr Instructions</i>	Automatically populates
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Position Flexfields, Continued

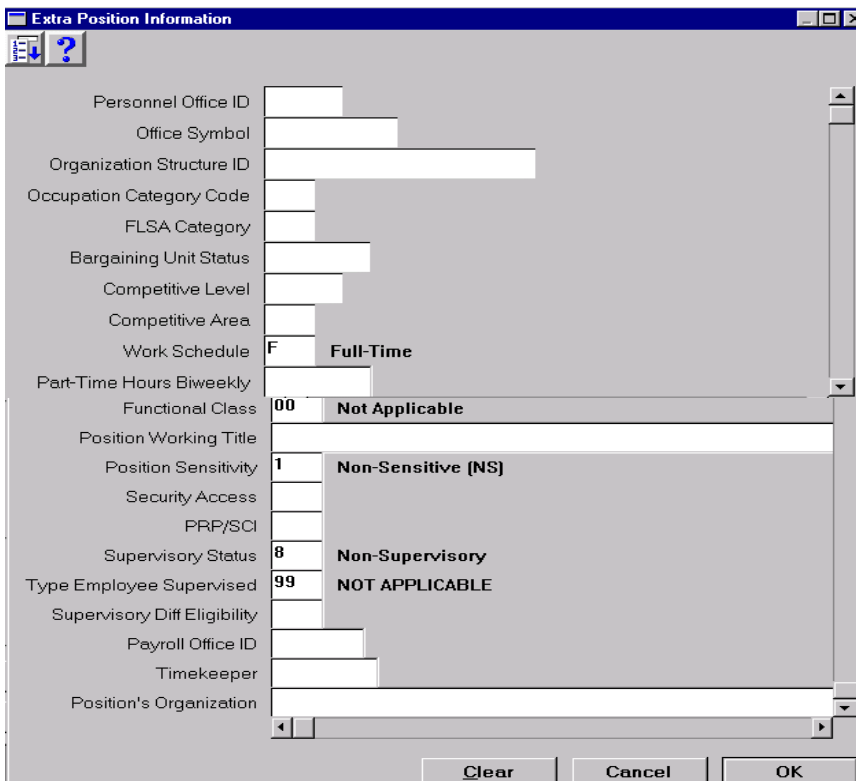
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Flexfield	Window/Description																						
Multiple Agency Info	 <table border="1"> <thead> <tr> <th>Data Field</th><th>Description/Action</th></tr> </thead> <tbody> <tr> <td><i>Psn Mgt Review Status</i></td><td>Ex: Y - No Change.</td></tr> <tr> <td><i>Status</i></td><td>Defaults to 1 - Confirmed Position.</td></tr> <tr> <td><i>Payroll Cost Code</i></td><td></td></tr> <tr> <td><i>Payroll Org Code</i></td><td></td></tr> <tr> <td><i>Funct Acct and Shred</i></td><td></td></tr> <tr> <td><i>Program Element</i></td><td>Ex: 22698A - Hq Forces Cmd.</td></tr> <tr> <td><i>Mobility Reason</i></td><td>Defaults to 9 - N/.A</td></tr> <tr> <td><i>Responsibility Level</i></td><td>Ex: 2 - Supervisor or Manager.</td></tr> <tr> <td><i>Gun-AMMO Access Id</i></td><td>Defaults to N - Position does not require verification of incumbent.</td></tr> <tr> <td><i>Position Nationality</i></td><td></td></tr> </tbody> </table>	Data Field	Description/Action	<i>Psn Mgt Review Status</i>	Ex: Y - No Change.	<i>Status</i>	Defaults to 1 - Confirmed Position.	<i>Payroll Cost Code</i>		<i>Payroll Org Code</i>		<i>Funct Acct and Shred</i>		<i>Program Element</i>	Ex: 22698A - Hq Forces Cmd.	<i>Mobility Reason</i>	Defaults to 9 - N/.A	<i>Responsibility Level</i>	Ex: 2 - Supervisor or Manager.	<i>Gun-AMMO Access Id</i>	Defaults to N - Position does not require verification of incumbent.	<i>Position Nationality</i>	
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Position Flexfields, Continued

1. Required by All Components (continued)

Flexfield	Window/Description												
US Government Position Group 1	 <table border="1"> <thead> <tr> <th>Data Field</th><th>Description/Action</th></tr> </thead> <tbody> <tr> <td>Personnel Office ID</td><td>Enter % and Tab to Office Symbol to populate this field.</td></tr> <tr> <td>Office Symbol</td><td></td></tr> <tr> <td>Organization Structure ID</td><td>4 digits.</td></tr> <tr> <td>Occupation Category Code</td><td>Ex: T – Technical.</td></tr> <tr> <td>FLSA Category</td><td>Defaults to N – Nonexemp.</td></tr> </tbody> </table>	Data Field	Description/Action	Personnel Office ID	Enter % and Tab to Office Symbol to populate this field.	Office Symbol		Organization Structure ID	4 digits.	Occupation Category Code	Ex: T – Technical.	FLSA Category	Defaults to N – Nonexemp.
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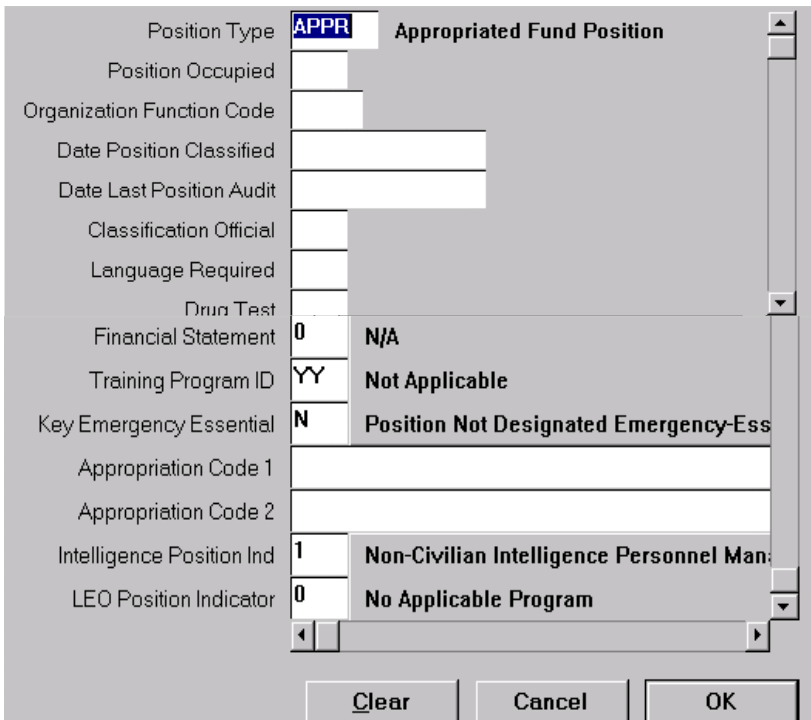
1. Required by All Components (continued)

Flexfield	Window/Description	
US Government Position Group 1 (cont)	Data Field	Description/Action
	<i>Bargaining Unit Status</i>	Ex: 8888 – Ineligible.
	<i>Competitive Level</i>	
	<i>Competitive Area</i>	
	<i>Work Schedule</i>	Defaults to F - Full Time.
	<i>Part Time Hours Biweekly</i>	
	<i>Functional Class</i>	Automatically populates .
	<i>Part Time Hours Biweekly</i>	Enter only when Schedule is P.
	<i>Functional Class</i>	Automatically populates.
	<i>Position Working Title</i>	Appears on NPA - “Appointing Official”.
	<i>Position Sensitivity</i>	Defaults to 1 - Non-Sensitive.
	<i>Security Access</i>	Ex: 0 - No access required.
	<i>PRP/SCI</i>	
	<i>Supervisory Status</i>	Defaults to 8 - Non-Supervisory.
	<i>Type Employee Supervised</i>	Defaults to 99 - Not Applicable.
	<i>Supervisory Diff Eligibility</i>	
	<i>Payroll Office ID</i>	CA.
	<i>Timekeeper (to be deleted)</i>	
	<i>Position’s Organization</i>	Populates the “ TO ” and “ FROM ” data fields on the RPA and the NPA. See Building a Position’s Organization Address (POA) in this chapter. Ex: WDCA99JAFTB

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Position Flexfields, Continued

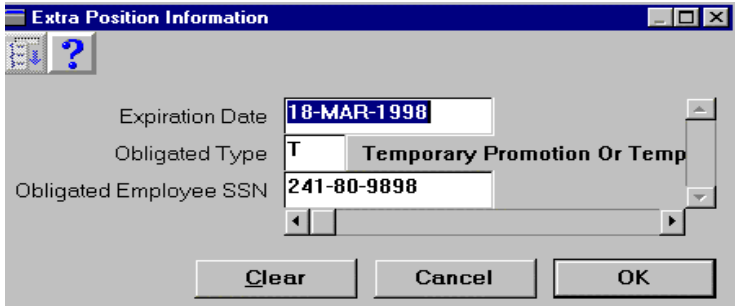
1. Required by All Components (continued)

Flexfield	Window/Description																						
US Government Position Group 2	 <table border="1"> <thead> <tr> <th>Data Field</th><th>Description/Action</th></tr> </thead> <tbody> <tr> <td><i>Position Type</i></td><td>Defaults to APPR.</td></tr> <tr> <td><i>Position Occupied</i></td><td>Ex: 1 - Competitive Service.</td></tr> <tr> <td><i>Organization Function Code</i></td><td>Ex: NBZ - Supply Disposal.</td></tr> <tr> <td><i>Date Position Classified</i></td><td>Enter Date or use the Calendar.</td></tr> <tr> <td><i>Date Last Position Audit</i></td><td>Enter Date.</td></tr> <tr> <td><i>Classification Official</i></td><td>Ex: H - Principal Classifier.</td></tr> <tr> <td><i>Language Required</i></td><td></td></tr> <tr> <td><i>Drug Test</i></td><td>Defaults to C - No Drug Test Required.</td></tr> <tr> <td><i>Financial Statement</i></td><td>Defaults to O - N/A.</td></tr> <tr> <td><i>Training Program ID</i></td><td>Defaults to YY - N/A.</td></tr> </tbody> </table>	Data Field	Description/Action	<i>Position Type</i>	Defaults to APPR.	<i>Position Occupied</i>	Ex: 1 - Competitive Service.	<i>Organization Function Code</i>	Ex: NBZ - Supply Disposal.	<i>Date Position Classified</i>	Enter Date or use the Calendar.	<i>Date Last Position Audit</i>	Enter Date.	<i>Classification Official</i>	Ex: H - Principal Classifier.	<i>Language Required</i>		<i>Drug Test</i>	Defaults to C - No Drug Test Required.	<i>Financial Statement</i>	Defaults to O - N/A.	<i>Training Program ID</i>	Defaults to YY - N/A.
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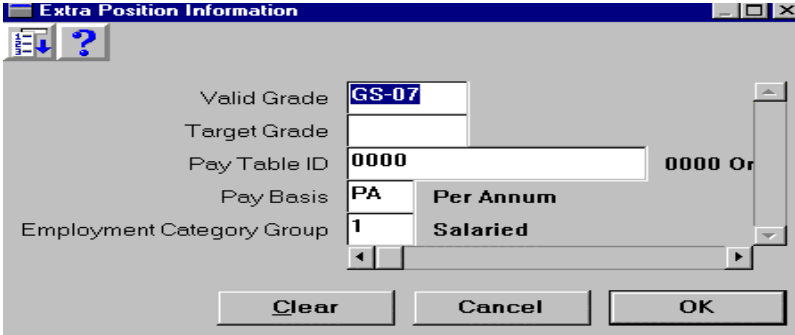
1. Required by All Components (continued)

Flexfield	Window/Description												
US Government Position Group 2 (cont)-	<table> <tr> <th>Data Field</th><th>Description/Action</th></tr> <tr> <td><i>Key Emergency Essential</i></td><td>Defaults to N - Position Not Designated Emergency - Essential or Key.</td></tr> <tr> <td><i>Appropriation Code 1</i></td><td>Ex: 00109820XCZ.</td></tr> <tr> <td><i>Appropriation Code 2</i></td><td></td></tr> <tr> <td><i>Intelligence Position Ind</i></td><td>Defaults to 1 - Non-Civilian Intelligence Personnel Mgmt Sys.</td></tr> <tr> <td><i>LEO Position Indicator</i></td><td>Automatically populates.</td></tr> </table>	Data Field	Description/Action	<i>Key Emergency Essential</i>	Defaults to N - Position Not Designated Emergency - Essential or Key.	<i>Appropriation Code 1</i>	Ex: 00109820XCZ.	<i>Appropriation Code 2</i>		<i>Intelligence Position Ind</i>	Defaults to 1 - Non-Civilian Intelligence Personnel Mgmt Sys.	<i>LEO Position Indicator</i>	Automatically populates.
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US Government Position Obligated	 <table> <tr> <th>Data Field</th><th>Description/Action</th></tr> <tr> <td><i>Expiration Date</i></td><td></td></tr> <tr> <td><i>Obligated Type</i></td><td></td></tr> <tr> <td><i>Obligated Employee SSN</i></td><td></td></tr> </table>	Data Field	Description/Action	<i>Expiration Date</i>		<i>Obligated Type</i>		<i>Obligated Employee SSN</i>					
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Position Flexfields, Continued

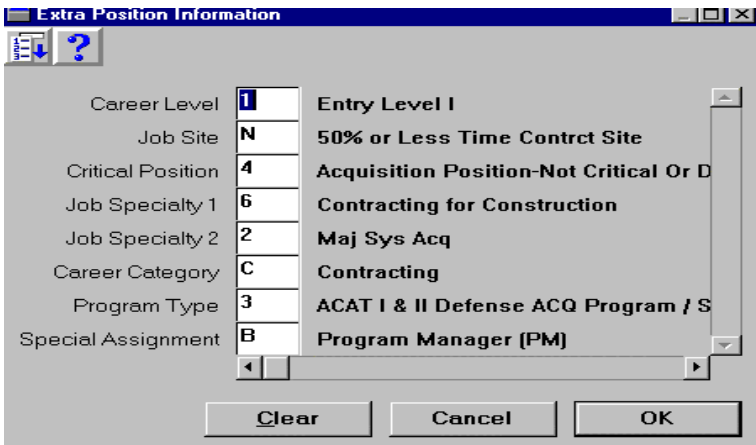
1. Required by All Components (continued)

US Government Valid Grade Information												
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Position Flexfields, Continued

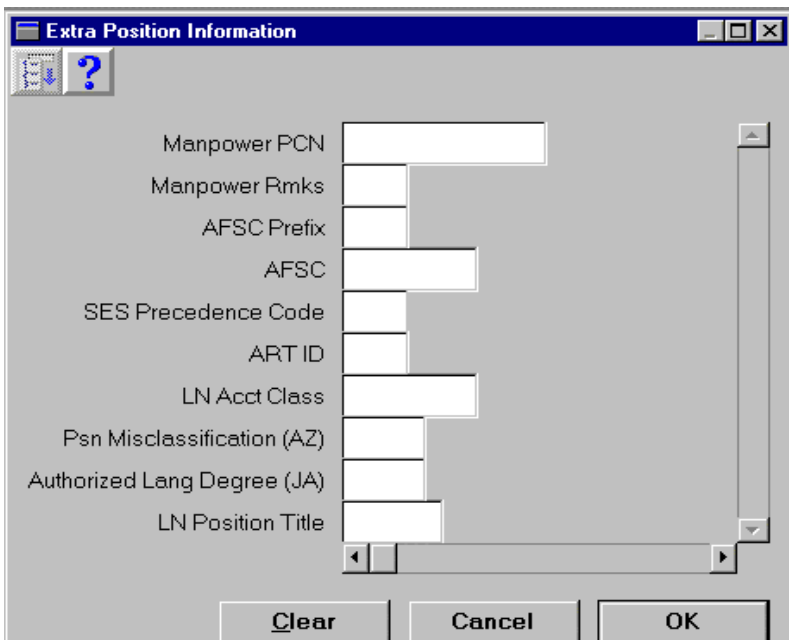
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Flexfield	Window/Description																		
Acquisition Program Information (for Acquisition Positions Only)	 <table border="1"> <thead> <tr> <th>Data Field</th><th>Description/Action</th></tr> </thead> <tbody> <tr> <td><i>Career Level</i></td><td></td></tr> <tr> <td><i>Job Site</i></td><td>Automatically populates.</td></tr> <tr> <td><i>Critical Position</i></td><td>Automatically populates.</td></tr> <tr> <td><i>Job Specialty 1</i></td><td></td></tr> <tr> <td><i>Job Specialty 2</i></td><td></td></tr> <tr> <td><i>Career Category</i></td><td>Automatically populates.</td></tr> <tr> <td><i>Program Type</i></td><td></td></tr> <tr> <td><i>Special Assignment</i></td><td></td></tr> </tbody> </table>	Data Field	Description/Action	<i>Career Level</i>		<i>Job Site</i>	Automatically populates.	<i>Critical Position</i>	Automatically populates.	<i>Job Specialty 1</i>		<i>Job Specialty 2</i>		<i>Career Category</i>	Automatically populates.	<i>Program Type</i>		<i>Special Assignment</i>	
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Position Flexfields, Continued

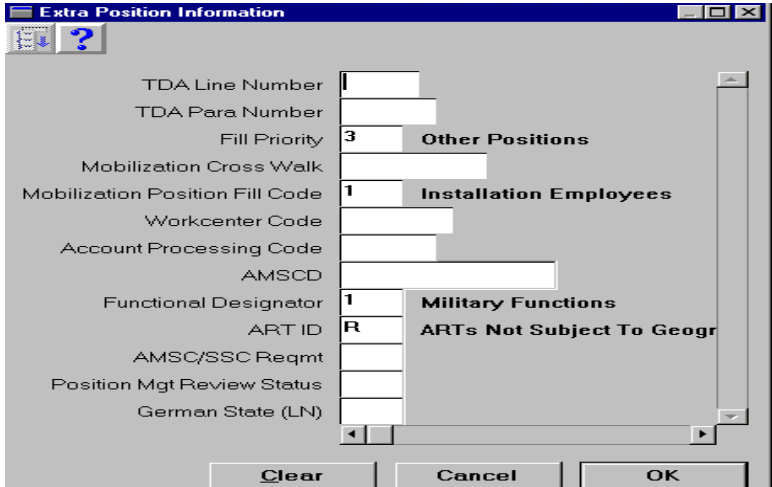
2. Component-Unique Flexfields

Flexfield	Window/Description
Air Force Appropriated/Local National (LN)	

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Position Flexfields, Continued

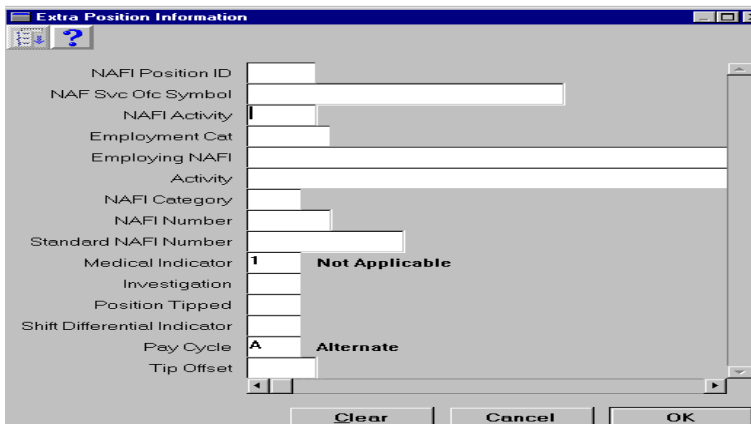
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Army Appropriated/Local National (LN)	 <table border="1"> <thead> <tr> <th>Data Field</th><th>Description/Action</th></tr> </thead> <tbody> <tr> <td><i>TDA Line Number</i></td><td></td></tr> <tr> <td><i>TDA Para Number</i></td><td></td></tr> <tr> <td><i>Fill Priority</i></td><td>Ex: 3 (Other Positions).</td></tr> <tr> <td><i>Mobilization Cross Walk</i></td><td>Ex: 1 (Installation Employees).</td></tr> <tr> <td><i>Mobilization Position Fill Code</i></td><td></td></tr> <tr> <td><i>Workcenter Code</i></td><td></td></tr> <tr> <td><i>Account Processing Code</i></td><td></td></tr> <tr> <td><i>AMSCD</i></td><td></td></tr> <tr> <td><i>Functional Designator</i></td><td>Defaults to 1 (Military functions) 1</td></tr> <tr> <td><i>ART ID</i></td><td>R (ARTs Not Subject to Geographic)</td></tr> <tr> <td><i>AMSC/SSC Reqmt</i></td><td></td></tr> <tr> <td><i>Position Mgt Review Status</i></td><td></td></tr> <tr> <td><i>German State (LN)</i></td><td></td></tr> </tbody> </table>	Data Field	Description/Action	<i>TDA Line Number</i>		<i>TDA Para Number</i>		<i>Fill Priority</i>	Ex: 3 (Other Positions).	<i>Mobilization Cross Walk</i>	Ex: 1 (Installation Employees).	<i>Mobilization Position Fill Code</i>		<i>Workcenter Code</i>		<i>Account Processing Code</i>		<i>AMSCD</i>		<i>Functional Designator</i>	Defaults to 1 (Military functions) 1	<i>ART ID</i>	R (ARTs Not Subject to Geographic)	<i>AMSC/SSC Reqmt</i>		<i>Position Mgt Review Status</i>		<i>German State (LN)</i>	
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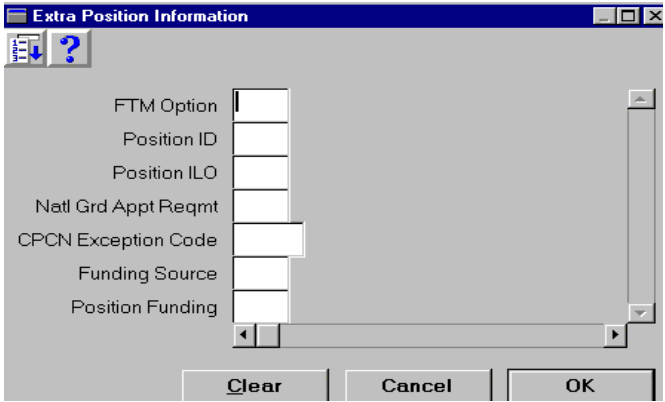
2. Component-Unique Flexfields (continued)

Flexfield	Window/Description																																
Army & Air Force NAF	 <p>The screenshot shows a window titled 'Extra Position Information' with a list of fields on the left and their corresponding values on the right. The fields include NAFI Position ID, NAF Svc Ofc Symbol, NAFI Activity, Employment Cat, Employing NAFI, Activity, NAFI Category, NAFI Number, Standard NAFI Number, Medical Indicator (set to '1' with 'Not Applicable' note), Investigation, Position Tipped, Shift Differential Indicator, Pay Cycle (set to 'A' with 'Alternate' note), and Tip Offset. At the bottom are 'Clear', 'Cancel', and 'OK' buttons.</p> <table border="1"> <thead> <tr> <th>Data Field</th><th>Description/Action</th></tr> </thead> <tbody> <tr> <td><i>NAFI Position ID</i></td><td>AF - Fund Code . Army - Installation Code.</td></tr> <tr> <td><i>NAF Svc Ofc Symbol</i></td><td>HRO Office Symbol.</td></tr> <tr> <td><i>NAFI Activity</i></td><td>AF - Cost Center Code. Army - Program Code.</td></tr> <tr> <td><i>Employment Cat</i></td><td></td></tr> <tr> <td><i>Employing NAFI</i></td><td>Cleartext for NAFI Position ID.</td></tr> <tr> <td><i>Activity</i></td><td>Cleartext for NAFI Activity.</td></tr> <tr> <td><i>NAFI Category</i></td><td>AF Only.</td></tr> <tr> <td><i>NAFI Number</i></td><td>Position shred.</td></tr> <tr> <td><i>Standard NAFI Number</i></td><td>Army Only.</td></tr> <tr> <td><i>Medical Indicator</i></td><td>Use LOV.</td></tr> <tr> <td><i>Investigation</i></td><td></td></tr> <tr> <td><i>Position Tipped</i></td><td></td></tr> <tr> <td><i>Shift Differential Indicator</i></td><td>Input a "1" to suppress 2nd & 3rd shifts.</td></tr> <tr> <td><i>Pay Cycle</i></td><td>Use LOV.</td></tr> <tr> <td><i>Tip Offset</i></td><td>Type in amount.</td></tr> </tbody> </table>	Data Field	Description/Action	<i>NAFI Position ID</i>	AF - Fund Code . Army - Installation Code.	<i>NAF Svc Ofc Symbol</i>	HRO Office Symbol.	<i>NAFI Activity</i>	AF - Cost Center Code. Army - Program Code.	<i>Employment Cat</i>		<i>Employing NAFI</i>	Cleartext for NAFI Position ID.	<i>Activity</i>	Cleartext for NAFI Activity.	<i>NAFI Category</i>	AF Only.	<i>NAFI Number</i>	Position shred.	<i>Standard NAFI Number</i>	Army Only.	<i>Medical Indicator</i>	Use LOV.	<i>Investigation</i>		<i>Position Tipped</i>		<i>Shift Differential Indicator</i>	Input a "1" to suppress 2 nd & 3 rd shifts.	<i>Pay Cycle</i>	Use LOV.	<i>Tip Offset</i>	Type in amount.
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Position Flexfields, Continued

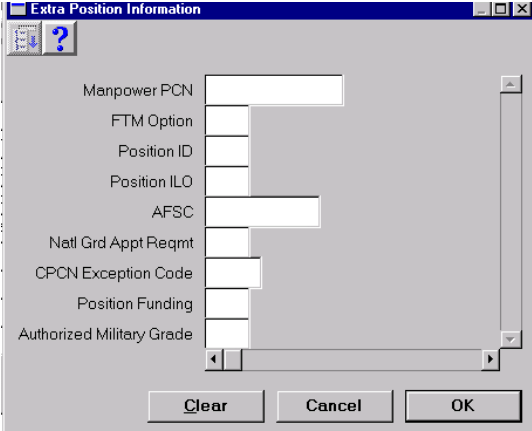
2. Component-Unique Flexfields (continued)

Flexfield	Window/Description																
Air Force Guard Tech	 <table border="1"> <thead> <tr> <th>Data Field</th><th>Description/Action</th></tr> </thead> <tbody> <tr> <td><i>FTM Option</i></td><td></td></tr> <tr> <td><i>Position ID</i></td><td></td></tr> <tr> <td><i>Position ILO</i></td><td></td></tr> <tr> <td><i>Nat'l Grd Appt Reqmt</i></td><td></td></tr> <tr> <td><i>CPCN Exception Code</i></td><td></td></tr> <tr> <td><i>Funding Source</i></td><td></td></tr> <tr> <td><i>Position Funding</i></td><td></td></tr> </tbody> </table>	Data Field	Description/Action	<i>FTM Option</i>		<i>Position ID</i>		<i>Position ILO</i>		<i>Nat'l Grd Appt Reqmt</i>		<i>CPCN Exception Code</i>		<i>Funding Source</i>		<i>Position Funding</i>	
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Position Flexfields, Continued

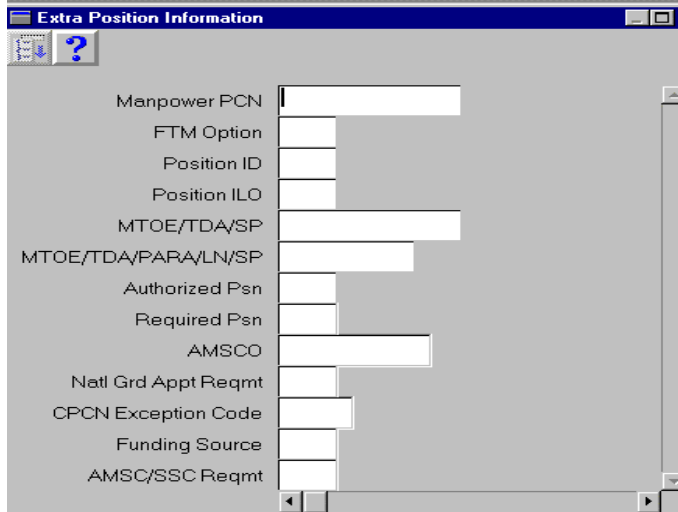
2. Component-Unique Flexfields (continued)

Flexfield	Window/Description																				
Air Force Guard Reserve	<div></div> <table><tr><th>Data Field</th><th>Description/Action</th></tr><tr><td>Manpower PCN</td><td></td></tr><tr><td>FTM Option</td><td></td></tr><tr><td>Position ID</td><td></td></tr><tr><td>Position ILO</td><td></td></tr><tr><td>AFSC</td><td></td></tr><tr><td>Natl Grd Appt Reqmt</td><td></td></tr><tr><td>CPCN Exception Code</td><td></td></tr><tr><td>Position Funding</td><td></td></tr><tr><td>Authorized Military Grade</td><td></td></tr></table>	Data Field	Description/Action	Manpower PCN		FTM Option		Position ID		Position ILO		AFSC		Natl Grd Appt Reqmt		CPCN Exception Code		Position Funding		Authorized Military Grade	
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Position Flexfields, Continued

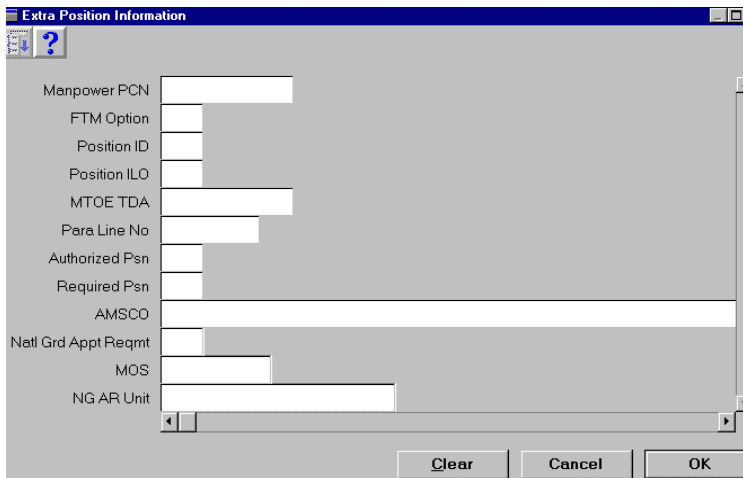
2. Component-Unique Flexfields (continued)

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Position Flexfields, Continued

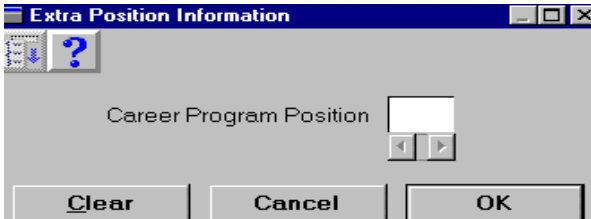
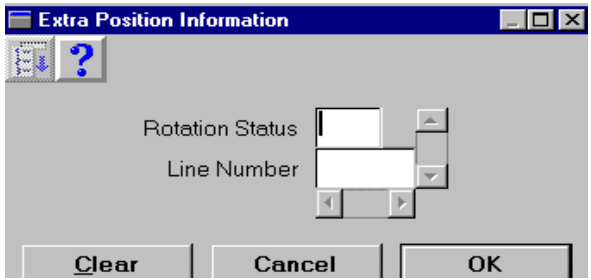
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Position Flexfields, Continued

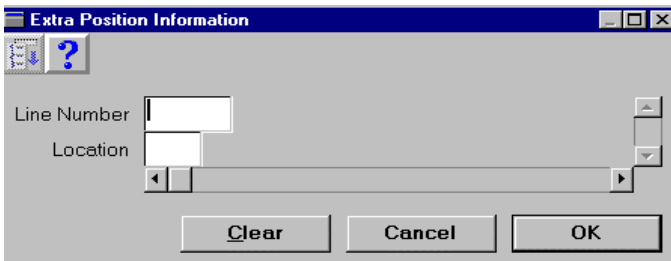
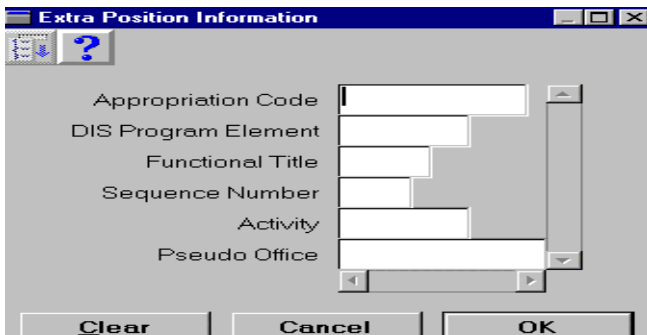
2. Component-Unique Flexfields (continued)

Flexfield	Window/Description						
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Defense Contract Audit Agency	 <table border="1"> <thead> <tr> <th>Data Field</th><th>Description/Action</th></tr> </thead> <tbody> <tr> <td><i>Rotation Status</i></td><td></td></tr> <tr> <td><i>Line Number</i></td><td></td></tr> </tbody> </table>	Data Field	Description/Action	<i>Rotation Status</i>		<i>Line Number</i>	
Data Field	Description/Action						
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<i>Line Number</i>							

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Position Flexfields, Continued

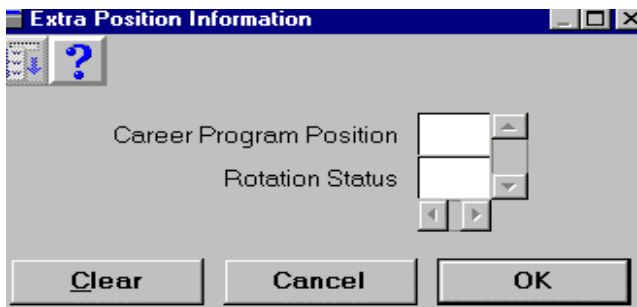
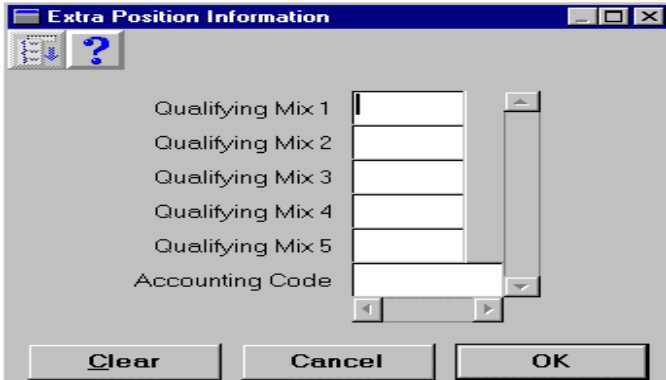
2. Component-Unique Flexfields (continued)

Flexfield	Window/Description														
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Defense Security Service	 <table border="1"> <thead> <tr> <th>Data Field</th><th>Description/Action</th></tr> </thead> <tbody> <tr> <td><i>DSS Appropriation Code</i></td><td></td></tr> <tr> <td><i>DSS Program Fund</i></td><td></td></tr> <tr> <td><i>Functional Title</i></td><td></td></tr> <tr> <td><i>Sequence Number</i></td><td></td></tr> <tr> <td><i>Activity</i></td><td></td></tr> <tr> <td><i>Psuedo Office</i></td><td></td></tr> </tbody> </table>	Data Field	Description/Action	<i>DSS Appropriation Code</i>		<i>DSS Program Fund</i>		<i>Functional Title</i>		<i>Sequence Number</i>		<i>Activity</i>		<i>Psuedo Office</i>	
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<i>DSS Appropriation Code</i>															
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<i>Psuedo Office</i>															

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Position Flexfields, Continued

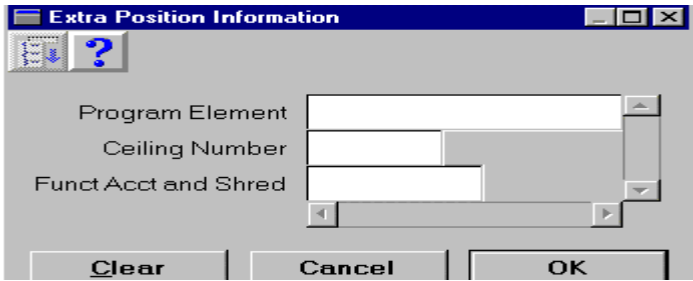
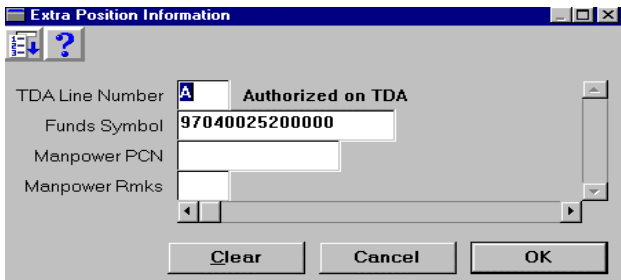
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Flexfield	Window/Description														
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DoD Education Activity	 <table border="1"> <thead> <tr> <th>Data Field</th><th>Description/Action</th></tr> </thead> <tbody> <tr> <td>Qualifying Mix 1</td><td></td></tr> <tr> <td>Qualifying Mix 2</td><td></td></tr> <tr> <td>Qualifying Mix 3</td><td></td></tr> <tr> <td>Qualifying Mix 4</td><td></td></tr> <tr> <td>Qualifying Mix 5</td><td></td></tr> <tr> <td>Accounting Code</td><td></td></tr> </tbody> </table>	Data Field	Description/Action	Qualifying Mix 1		Qualifying Mix 2		Qualifying Mix 3		Qualifying Mix 4		Qualifying Mix 5		Accounting Code	
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Position Flexfields, Continued

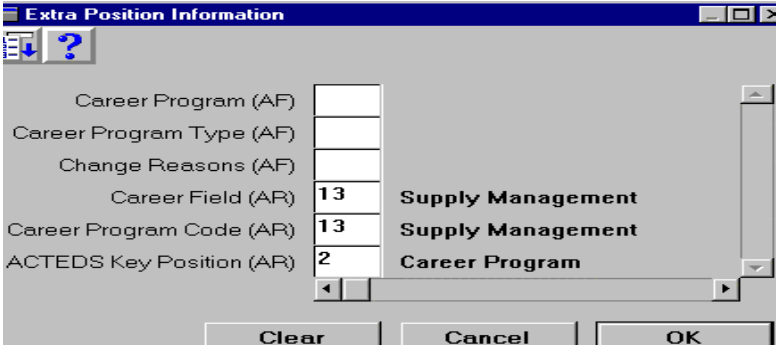
2. Component-Unique Flexfields (continued)

Flexfield	Window/Description								
DoD IG	(Under Development)								
US Univ of Health Services	 <table border="1"> <thead> <tr> <th>Data Field</th><th>Description/Action</th></tr> </thead> <tbody> <tr> <td>Program Element</td><td></td></tr> <tr> <td>Ceiling Number</td><td></td></tr> <tr> <td>Funct Acct and Shred</td><td></td></tr> </tbody> </table>	Data Field	Description/Action	Program Element		Ceiling Number		Funct Acct and Shred	
Data Field	Description/Action								
Program Element									
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Washington Headquarters Service (WHS)	 <table border="1"> <thead> <tr> <th>Data Field</th><th>Description/Action</th></tr> </thead> <tbody> <tr> <td>TDA Line Number</td><td></td></tr> <tr> <td>Appropriation Code</td><td></td></tr> <tr> <td>Funds Symbol</td><td></td></tr> </tbody> </table>	Data Field	Description/Action	TDA Line Number		Appropriation Code		Funds Symbol	
Data Field	Description/Action								
TDA Line Number									
Appropriation Code									
Funds Symbol									

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Position Flexfields, Continued

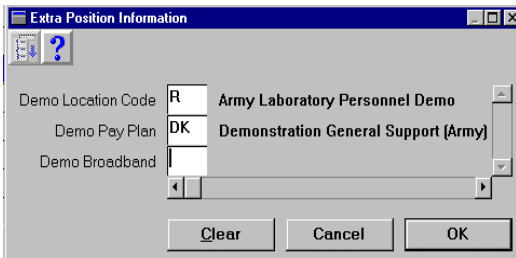
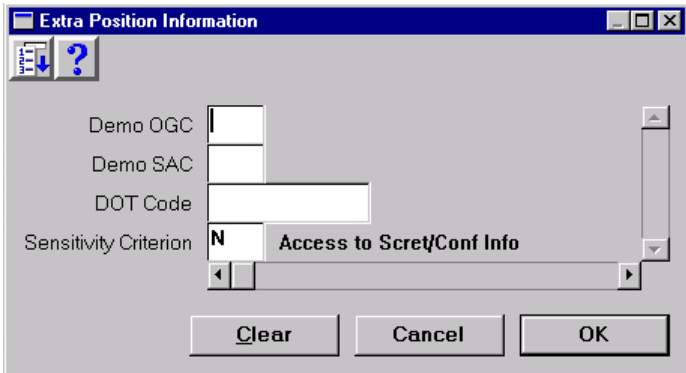
2. Component-Unique Flexfields (continued)

Flexfield	Window/Description														
Career Program (for Air Force and Army Career Program Positions Only)	 <table border="1"> <thead> <tr> <th>Data Field</th><th>Description/Action</th></tr> </thead> <tbody> <tr> <td>Career Program(AF)</td><td></td></tr> <tr> <td>Career Program Type (AF)</td><td></td></tr> <tr> <td>Change Reasons (AF)</td><td></td></tr> <tr> <td>Career Field (AR)</td><td>Enter Career Field, Ex: 13 - Supply Management</td></tr> <tr> <td>Career Program Code (AR)</td><td>Enter Career Program Code, Ex: R - Supply Management.</td></tr> <tr> <td>ACTEDS Key Position (AR)</td><td>Enter the ACTEDS Key Position, Ex: Career Program.</td></tr> </tbody> </table>	Data Field	Description/Action	Career Program(AF)		Career Program Type (AF)		Change Reasons (AF)		Career Field (AR)	Enter Career Field, Ex: 13 - Supply Management	Career Program Code (AR)	Enter Career Program Code, Ex: R - Supply Management.	ACTEDS Key Position (AR)	Enter the ACTEDS Key Position, Ex: Career Program.
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Position Flexfields, Continued

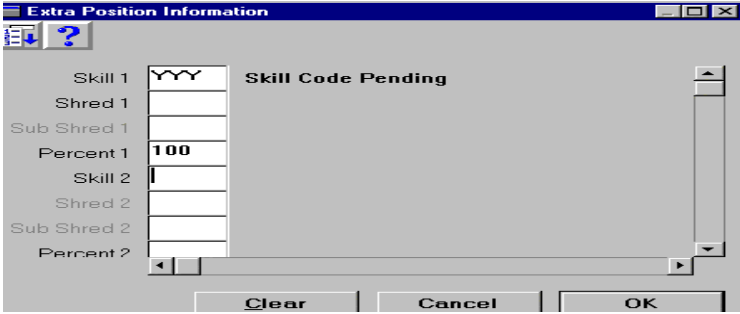
Career Program Type (AF) (continued)

Flexfield	Window/Description										
Air Force Demo Project Information (for Demo Project Positions Only)	 <table border="1"> <thead> <tr> <th>Data Field</th><th>Description/Action</th></tr> </thead> <tbody> <tr> <td>Demo Location Code</td><td></td></tr> <tr> <td>Demo Pay Plan</td><td></td></tr> <tr> <td>Demo Broadband</td><td></td></tr> </tbody> </table>	Data Field	Description/Action	Demo Location Code		Demo Pay Plan		Demo Broadband			
Data Field	Description/Action										
Demo Location Code											
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Navy Demo Project	 <table border="1"> <thead> <tr> <th>Data Field</th><th>Description/Action</th></tr> </thead> <tbody> <tr> <td>Demo OAD</td><td></td></tr> <tr> <td>Demo SAC</td><td></td></tr> <tr> <td>DOT Code</td><td></td></tr> <tr> <td>Sensitivity Criterion</td><td></td></tr> </tbody> </table>	Data Field	Description/Action	Demo OAD		Demo SAC		DOT Code		Sensitivity Criterion	
Data Field	Description/Action										
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Position Flexfields, Continued

Demo Location Code (continued)

Flexfield	Window/Description																		
Skill Information (Air Force Only)	 <table border="1"> <thead> <tr> <th>Data Field</th><th>Description/Action</th></tr> </thead> <tbody> <tr> <td>Skill 1</td><td></td></tr> <tr> <td>Shred 1</td><td></td></tr> <tr> <td>Sub Shred 1</td><td></td></tr> <tr> <td>Percent 1</td><td></td></tr> <tr> <td>Skill 2</td><td></td></tr> <tr> <td>Shred 2</td><td></td></tr> <tr> <td>Sub Shred 2</td><td></td></tr> <tr> <td>Percent 2</td><td></td></tr> </tbody> </table>	Data Field	Description/Action	Skill 1		Shred 1		Sub Shred 1		Percent 1		Skill 2		Shred 2		Sub Shred 2		Percent 2	
Data Field	Description/Action																		
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Shred 1																			
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Percent 1																			
Skill 2																			
Shred 2																			
Sub Shred 2																			
Percent 2																			

Building a Position

Purpose

This section guides you through the steps of building a position. A key responsibility of a Regional Service Center (RSC) or a Customer Service Unit (CSU) is the function of building positions in a serviced organization. A position is required before an applicant can be appointed.

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See Also



Module 1, Fundamentals of the Modern DCPDS
 Module 2, Position Management and Classification Using the Modern DCPDS
 Chapter 1, Building Position
 Chapter 2, Managing Positions
 Validating an Invalid Position
 Quick Copying a Position
 Chapter 3, Managing Position Hierarchy
 Linking a Position to the Position Hierarchy
 Module 8, Payroll in the Modern DCPDS
 Chapter 1, Correcting the Payroll System Code and POID

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Building a Position, Continued

Before You Begin

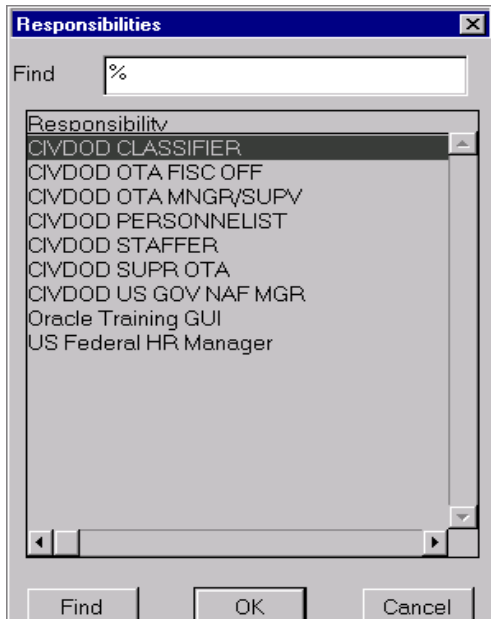
- Business rules related to specific types of positions will dictate required data fields.
- Some of the most frequently used data will be initialized (auto populated) from a previous entry when you open the Flexfields. In most cases, you have the ability to override the information if incorrect or if you need to change it.
- You can validate the position at the main position window or at any of the Descriptive Flexfield windows, once all the **required data** has been input.
- At implementation of modern DCPDS, **Position's Organization Address (POA)** will already be loaded and will appear on the LOV in the US Government Position Group 1 Flexfield, when building a position. After implementation, if a new position address is required, you will have to build it before a position can be validated. See **Building a Position's Organization Address (POA)**.
- For new positions below the UIC or PAS Code level, the **POA** is updated locally. This information is used to populate the **"TO"** and **"FROM"** data fields on the RPA and NPA. It is not directly related or tied to the UIC/PAS organization.
- New positions need to be **linked** (added) to a position hierarchy. (See Chapter 3, Managing Position Hierarchy of this module.)
- Decisions before you begin:

If you are building one of the following positions...	Then...
<ul style="list-style-type: none"> • In a new organization 	You need to build a position's organization address (POA) using instructions in this chapter.
<ul style="list-style-type: none"> • Acquisition • Career Program • Obligated • Demo Project • National Guard 	See the Component-Unique Flexfields in the Chapter Overview.

Continued on next page

Building a Position, Continued

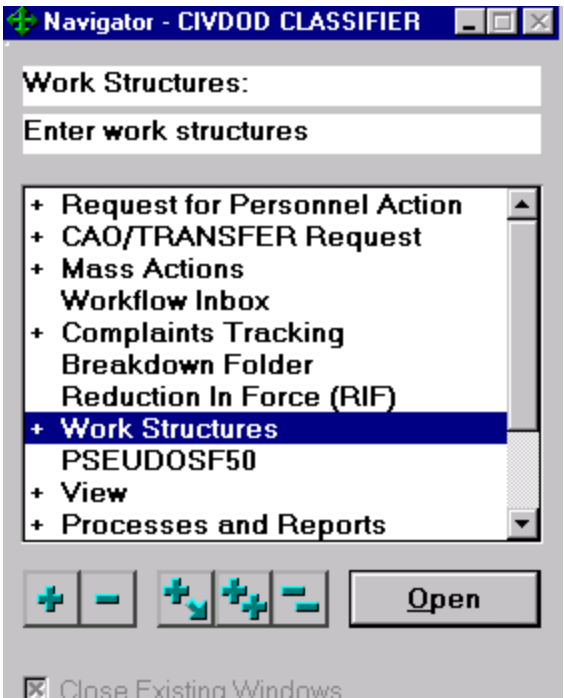
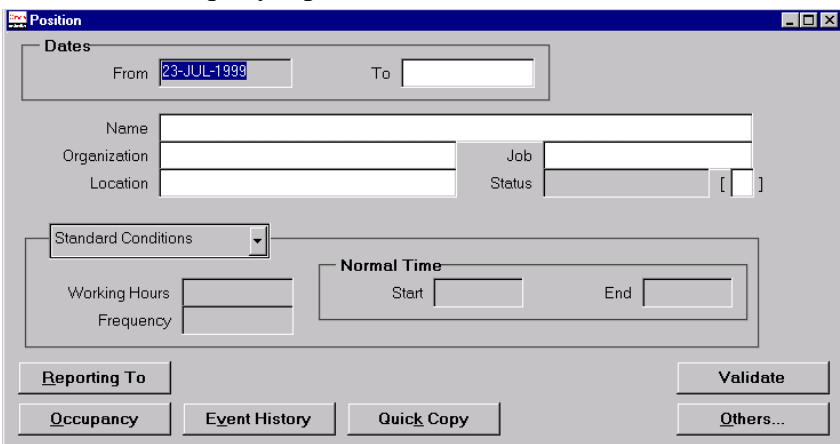
Navigating to the Position Window

Step	Action
1	<p>Select your responsibility from the Responsibilities Window, i.e., CIVDOD CLASSIFIER, CIVDOD PERSONNELIST, etc.</p> 
2	Click <OK>. The Navigation List displays.

Continued on next page

Building a Position, Continued

Navigating to the Position Window (continued)


Step	Action
3	<p>On the Navigation List, click <i>Work Structures</i> → <i>Position</i> → <i>Description</i>.</p> 
4	<p>The Position Window displays. The Position Window may be used to build or query a position.</p> 

Continued on next page

Building a Position, Continued

Fields and Buttons on the Position Window

Some fields and buttons are unique to the Oracle application and are not being used by DoD. Others will be used as you progress through a position build as described in the following table.

Fields/Buttons	Description/Action
Dates Region 	The system populates the From data field with the current date which becomes the effective date (the date the position was established). Note: Ensure the effective date is early enough to handle any historical information you want to enter.
Name Region	Includes Position Description Number, Title, Sequence Number, Agency Number, and Position Type.
Organization	UIC or PAS Code, ex: HQ US Army Corps of Engineers
Location	GSA Location Code, ex: 110010001 (may be overwritten if different from the organization location)
Job	Occupational Series, ex: 2005. Supply Clerical and Technician
Status	Indicates if the position is Invalid or Valid
Standard Conditions Region	
Reporting To	Accesses the Position Hierarchy Window. Used to link to the position hierarchy and show which position it reports to.
Occupancy	Used to identify the person who occupies the position.
Event History	
Quick Copy	Makes a copy of the existing position.
Validate	Used to change the position status from invalid to valid once all required data is entered and all business rules are met.
Others...	Displays the Navigation Options Window.

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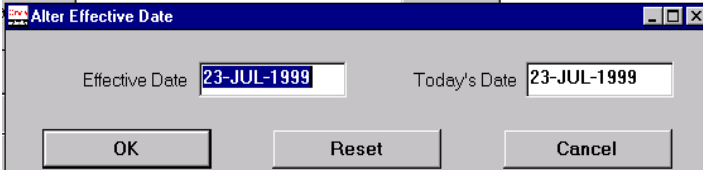

Building a Position, Continued

Completing the Position Window and Flexfields

Because of the relational database and Component-unique flexfields, only one Component was used in these steps for building a position. Thus, examples provided are used for building an Army appropriated position. Other Components should refer to the **Component-Unique** Flexfields section in the Overview/Flexfield section of this chapter.





Note: Use all caps (upper case) when completing the data fields for consistency.

Step	Action
1	<p>On the Position Window, the cursor is on the From data field and the current date is displayed. If you need to make it a prior date, use the Alter Effective Date Method:</p> <p>Click the Alter Effective Date  Button on the Toolbar. The Alter Effective Date Window displays with the cursor in the Effective Date data field:</p> 
2	<p>Change the Effective Date data field to a prior date, by deleting the displayed date and entering a new date (DD-MMM-YYYY).</p> 
3	<p>Click <OK>. The Position Window displays with the new From date.</p> <p>Notes:</p> <ul style="list-style-type: none"> Once you save the position, you cannot go back and change the From date. If you enter a date in the To date data field, the position will terminate on that date. If the position is encumbered, a message will generate daily to remind the user to move the employee to another position.

Continued on next page

Building a Position, Continued

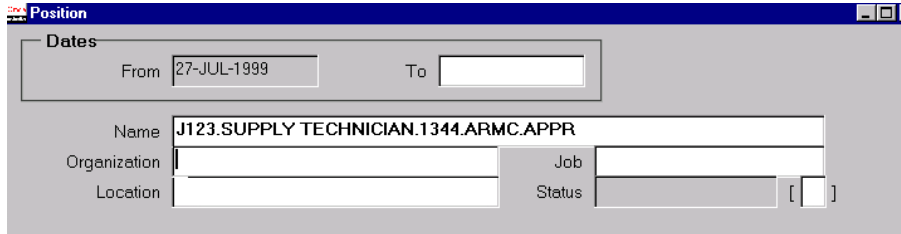
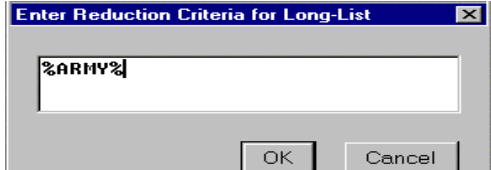
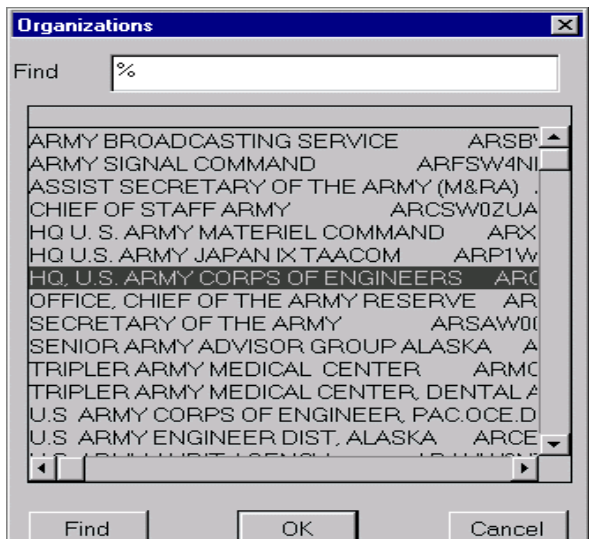
Completing the Position Window and Flexfields (continued)

Step	Action								
3 (cont)	Click Name . The Position Flexfield Window displays. [Tab] to each data field and use the LOV or enter:								
	<table> <tr> <th>Data Field</th><th>Description/Action</th></tr> <tr> <td>Position Description No</td><td>(All Caps, up to 15 characters) You can customize, e.g., "GS-13-1234" (Prints in Block 15 of NPA).</td></tr> </table>	Data Field	Description/Action	Position Description No	(All Caps, up to 15 characters) You can customize, e.g., "GS-13-1234" (Prints in Block 15 of NPA).				
Data Field	Description/Action								
Position Description No	(All Caps, up to 15 characters) You can customize, e.g., "GS-13-1234" (Prints in Block 15 of NPA).								
	Caution: If you build the same position in upper and lower case, the system will recognize two separate positions.								
	<table> <tr> <td>Title</td><td>(For consistency, enter all caps, or use the LOV - prints in Block 15 on the NPA). (Example: SUPPLY TECHNICIAN)</td></tr> <tr> <td>Sequence Number</td><td>System generated</td></tr> <tr> <td>Agency Group</td><td>The owning Agency Group (<i>Block 47</i> on the NPA) (Example: ARMC)</td></tr> <tr> <td>Position Type</td><td>Example: APPR (includes "MIL" for virtual positions)</td></tr> </table>	Title	(For consistency, enter all caps, or use the LOV - prints in Block 15 on the NPA). (Example: SUPPLY TECHNICIAN)	Sequence Number	System generated	Agency Group	The owning Agency Group (<i>Block 47</i> on the NPA) (Example: ARMC)	Position Type	Example: APPR (includes "MIL" for virtual positions)
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Sequence Number	System generated								
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Position Type	Example: APPR (includes "MIL" for virtual positions)								
	 <p>There are three buttons at the bottom of each flexfield.</p> <ul style="list-style-type: none"> • <Clear> - Deletes entered data. • <Cancel> - Exits the window without entering data. • <OK> - Enters the data and moves to the next window. 								

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Building a Position, Continued

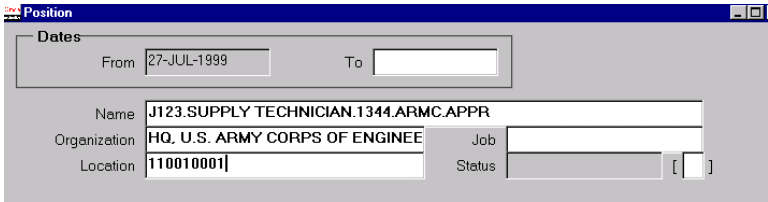

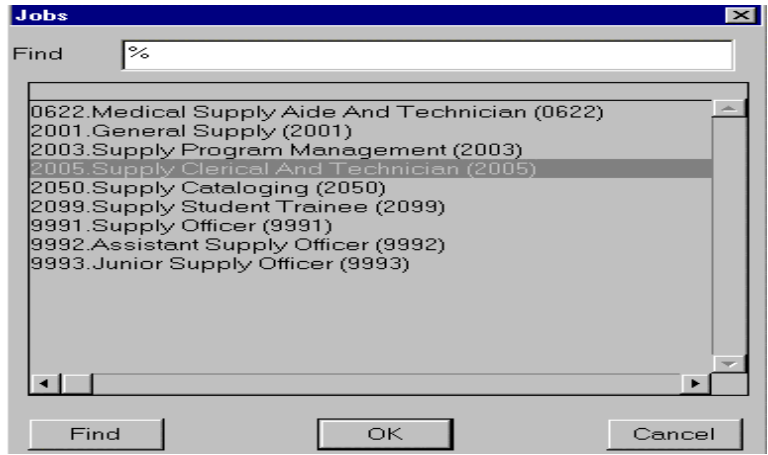
Completing the Position Window and Flexfields (continued)

Step	Action
4	<p>The Position Window displays with the <i>Name</i> field populated from step 2.</p> 
5	<p>Click Organization data field and select the UIC from the LOV on the Toolbar. If necessary, enter reduction criteria. (Example: %ARMY%)</p> 
6	<p>Click <OK>. The Organizations Window displays.</p>  <p>Highlight the Organization. Click <OK>.</p>

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Building a Position, Continued

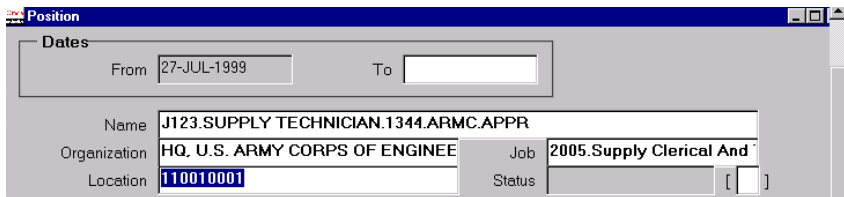

Completing the Position Window and Flexfields (continued)

Step	Action
7	<p>The Position Window displays with Organization and Location filled in from Step 6.</p>  <ul style="list-style-type: none"> • The Organization prints in Block 22 on the NPA. • The Location (GSA Location) is auto populated from the organization selected and prints in Block 38 on the NPA. <p> Note: If the duty location is different from the organization location, you can override it with the correct duty location.</p> <ul style="list-style-type: none"> • Organizations are centrally maintained at the UIC Level and PAS Code Levels. • Contact your Component for adding an organization to the list.
8	<p>Cursor moves to Job data field. Enter the four digits of the occupational series. (Ex: 2005, 0318, etc.) and click the LOV to populate the description, or click the LOV and type in the reduction criteria (Ex: %SUPPLY%). The Jobs Window (for SUPPLY) displays.</p>  <p>Highlight the series. Click <OK>.</p>

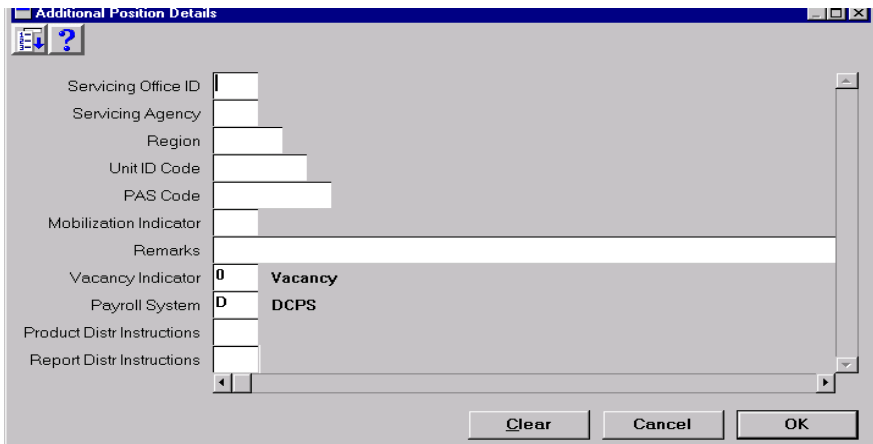
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Building a Position, Continued

Completing the Position Window and Flexfields (continued)

Step	Action
8 (cont)	<p>Job Title and Series populates on the Position Window and prints in Blocks 16 and 17 on the NPA.</p> 
9	<p>Click the Global Descriptive Flexfield “[]” (after the Status Box) to add additional position details.</p> 



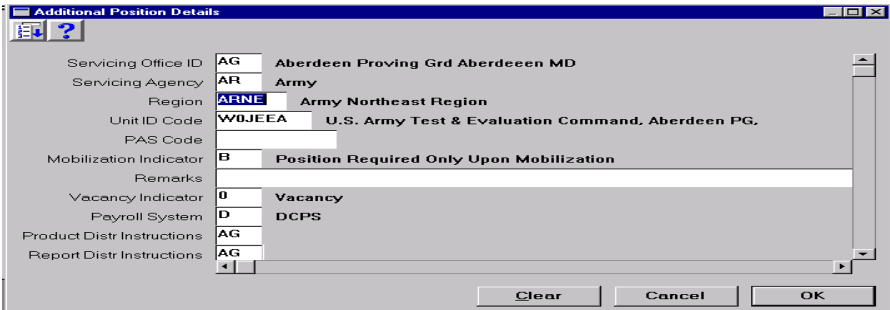
Completing the Additional Details Window

Step	Action				
1	<p>The Additional Position Details Window displays. Type the information in the data fields or use the LOVs.</p>  <table border="1" data-bbox="667 1711 1265 1791"> <thead> <tr> <th>Data Field</th><th>Description/Action</th></tr> </thead> <tbody> <tr> <td><i>Servicing Office ID</i></td><td><i>AG</i></td></tr> </tbody> </table>	Data Field	Description/Action	<i>Servicing Office ID</i>	<i>AG</i>
Data Field	Description/Action				
<i>Servicing Office ID</i>	<i>AG</i>				

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Building a Position, Continued

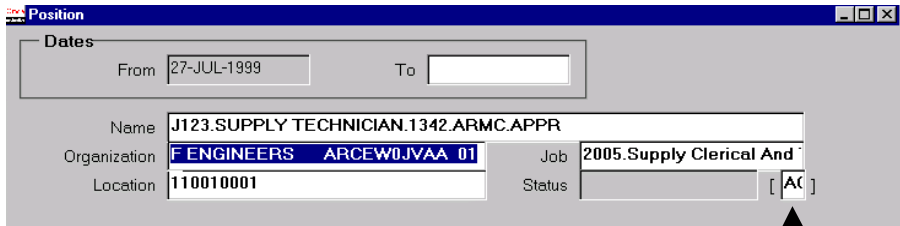

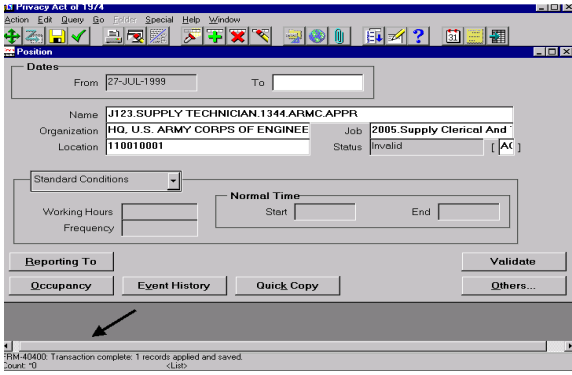
Completing the Additional Details Window (continued)

Step	Action																		
1 (cont)	<p>Note: The <i>Servicing Office ID</i> and <i>Region</i> must be consistent to enable automatic population of <i>Personnel Office ID</i> in the US Government Position Group 1 Flexfield.</p> <table border="1"> <thead> <tr> <th>Data Field</th><th>Description/Action</th></tr> </thead> <tbody> <tr> <td><i>Servicing Agency</i></td><td>AR</td></tr> <tr> <td><i>Region</i></td><td>ARNE</td></tr> <tr> <td><i>Unit ID Code</i></td><td></td></tr> <tr> <td><i>PAS Code</i> (AF and Air National Guard)</td><td></td></tr> <tr> <td><i>Mobilization Indicator</i></td><td>B</td></tr> <tr> <td><i>Remarks</i></td><td>Optional - enter freeform text (Used by Components for tracking purposes and will only show on this window.)</td></tr> <tr> <td><i>Vacancy Indicator</i></td><td>Defaults to 0</td></tr> <tr> <td><i>Payroll System</i></td><td>Defaults to D</td></tr> </tbody> </table> <p> Note: <i>Product Distr Instructions</i> and <i>Report Distr Instructions</i> are based on <i>Servicing Office ID</i> and automatically populate during the initial entry. If you do not override (manually change) the defaults of these two elements, subsequent changes automatically populate them.</p> <p> Caution: However, if you do override either of these two elements, and later change the <i>Servicing Office ID</i>, you must ensure the codes are correct and make changes if required.</p> 	Data Field	Description/Action	<i>Servicing Agency</i>	AR	<i>Region</i>	ARNE	<i>Unit ID Code</i>		<i>PAS Code</i> (AF and Air National Guard)		<i>Mobilization Indicator</i>	B	<i>Remarks</i>	Optional - enter freeform text (Used by Components for tracking purposes and will only show on this window.)	<i>Vacancy Indicator</i>	Defaults to 0	<i>Payroll System</i>	Defaults to D
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Building a Position, Continued

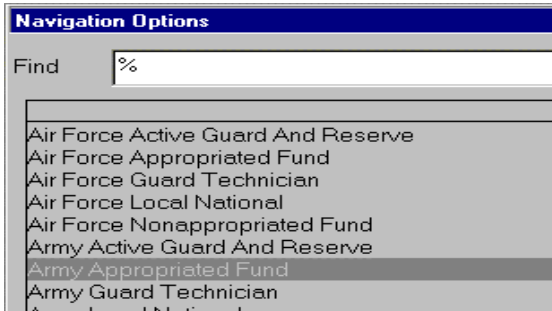
Completing the Additional Details Window (continued)

Step	Action
2	<p>Click <OK>. The Position Window displays with the Descriptive Flexfield populated.</p> 
3	<p>Click Save  on the Toolbar. The Message Line indicates: “Transaction complete: 1 records applied and saved.”</p> <p>The Status field shows “Invalid” at this point. The position will remain invalid until all required data is entered and all business rules are met.</p> 
4	Click < Others... > at the bottom of the Position Window.

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Building a Position, Continued

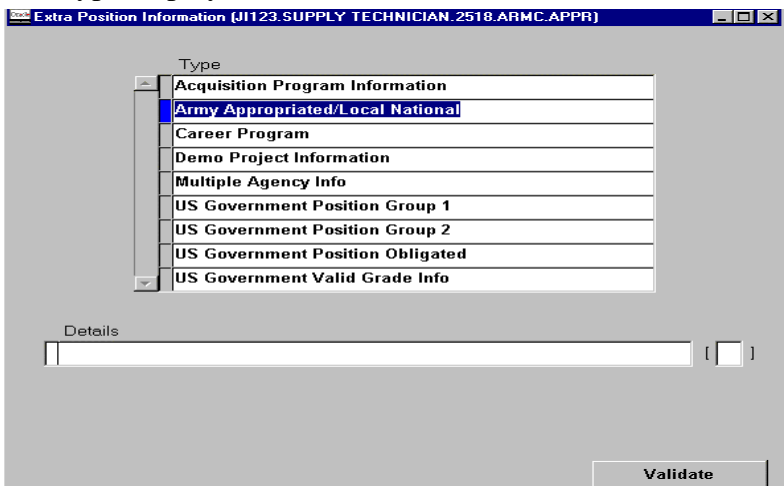

Completing the Additional Details Window (continued)

Step	Action
5	<p>The Navigation Options Window displays. Use the Find function to reduce the options and select your agency. (Ex: %Army%) Click the Agency. (Ex: Army Appropriated Fund)</p> 
6	Click <OK>.

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Building a Position, Continued


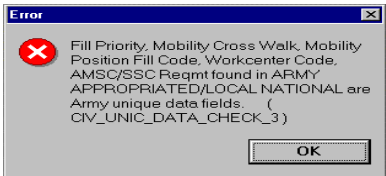
Completing the Extra Position Information Flexfields

Step	Action
1	<p>Once you select the Component from the Navigation Options Window, the Extra Position Information Flexfield Window with position type displays.</p>  <p> Note: Display of segments may be different for each Component. You may bypass the ones not applicable to the position you're building, i.e., Career Program, Acquisition, Demos, etc.</p> <p><i>The PD#, Title, Sequence Nbr, Agency Gp, and Position Type appear in the window Title Bar.</i></p>
2	Click Army Appropriated/Local National .

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Building a Position, Continued

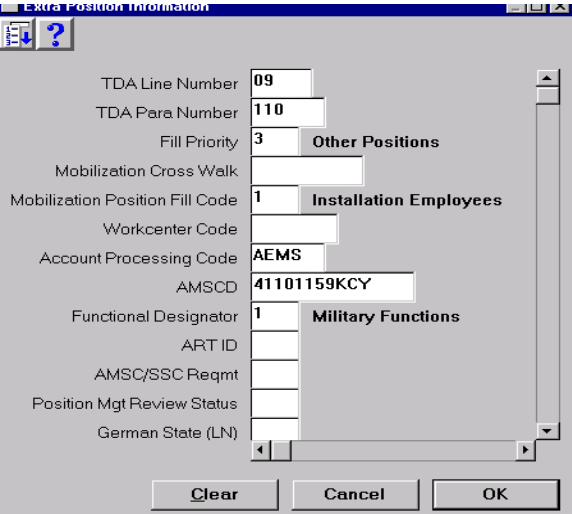
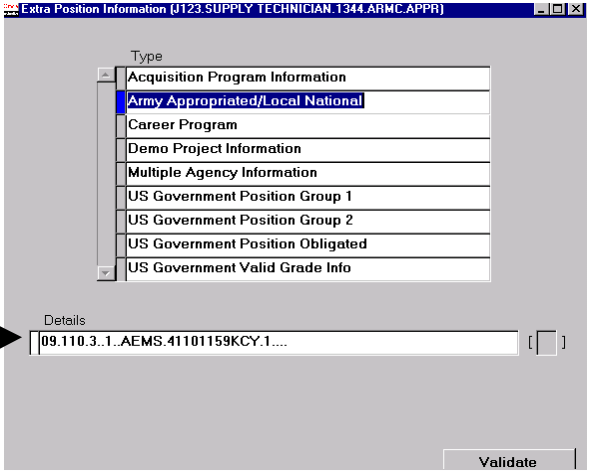
Completing the Extra Position Information Flexfields (continued)

Step	Action																												
3 	<p>Click Details. (The Details box will be blank.)</p> <p>Note: Although <Validate> is on this window, the position cannot be validated until all required data is entered. If you try to validate the position and the required data is incomplete, you will receive an Error message similar to this one. You need to make the corrections before you can validate.</p>  <table border="1"> <thead> <tr> <th>Data Field</th><th>Description/Example</th></tr> </thead> <tbody> <tr> <td><i>TDA Line Number</i></td><td></td></tr> <tr> <td><i>TDA Para Number</i></td><td></td></tr> <tr> <td><i>Fill Priority</i></td><td>3 (Other Positions).</td></tr> <tr> <td><i>Mobilization Cross Walk</i></td><td>1-(Installation Employees).</td></tr> <tr> <td><i>Mobilization Position Fill Code</i></td><td></td></tr> <tr> <td><i>Workcenter Code</i></td><td></td></tr> <tr> <td><i>Account Processing Code</i></td><td></td></tr> <tr> <td><i>AMSCD</i></td><td></td></tr> <tr> <td><i>Functional Designator</i></td><td>Defaults to 1 (Military Functions).</td></tr> <tr> <td><i>ART ID</i></td><td>R (ARTs Not Subject to Geographic).</td></tr> <tr> <td><i>AMSC/SSC Reqmt</i></td><td>Leave blank for this position.</td></tr> <tr> <td><i>Position Mgt Review Status</i></td><td></td></tr> <tr> <td><i>German State (LN)</i></td><td>(Leave blank for this position).</td></tr> </tbody> </table>	Data Field	Description/Example	<i>TDA Line Number</i>		<i>TDA Para Number</i>		<i>Fill Priority</i>	3 (Other Positions).	<i>Mobilization Cross Walk</i>	1-(Installation Employees).	<i>Mobilization Position Fill Code</i>		<i>Workcenter Code</i>		<i>Account Processing Code</i>		<i>AMSCD</i>		<i>Functional Designator</i>	Defaults to 1 (Military Functions).	<i>ART ID</i>	R (ARTs Not Subject to Geographic).	<i>AMSC/SSC Reqmt</i>	Leave blank for this position.	<i>Position Mgt Review Status</i>		<i>German State (LN)</i>	(Leave blank for this position).
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Building a Position, Continued

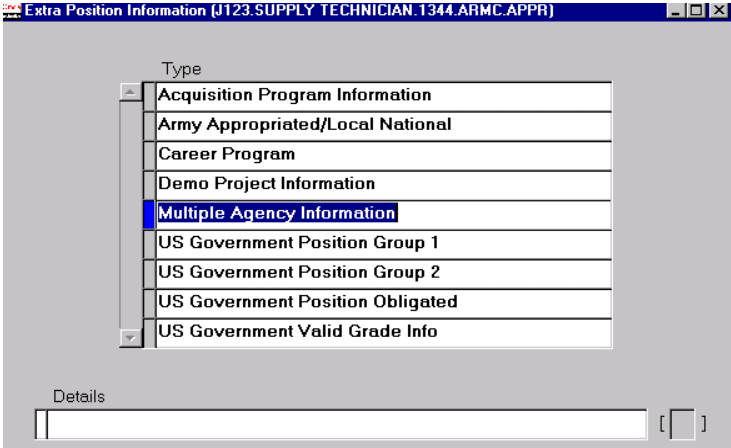
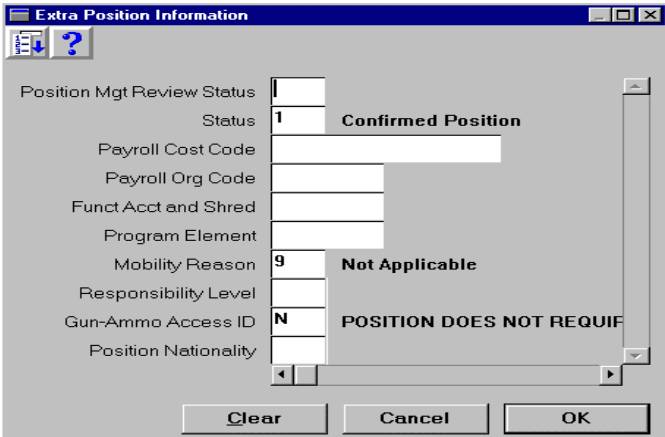
Completing the Extra Position Information Flexfields (continued)

Step	Action
4 (cont)	<p>The following example is for an Army Appropriated position.</p> 
5	Click <OK>.
6	<p>The Extra Position Information Flexfield displays again with position data on the Title Bar and <i>Details</i> populated.</p>  <p>Click Save. The Message Line will indicate: “1 records applied and saved.”</p>

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Building a Position, Continued

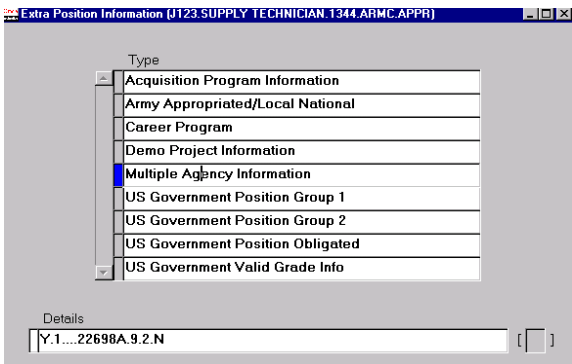
Completing the Multiple Agency Information Window

Step	Action
1	<p>The Extra Position Information Window displays again with PD data on the Title Bar. Click Multiple Agency Information.</p>  <p>Note: The same data applies to all military agencies.</p>
2	<p>Click in Details. The Extra Position Information Flexfield Window displays with some fields populated.</p> 

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Building a Position, Continued

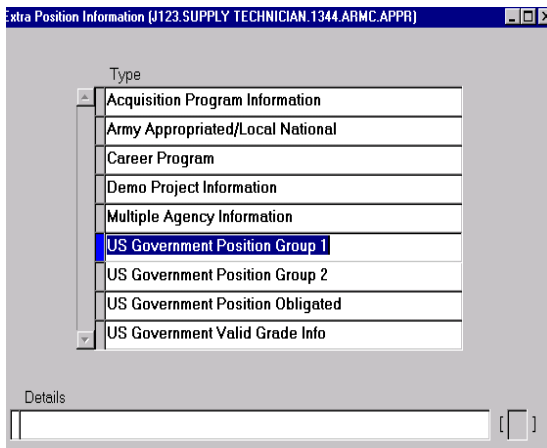
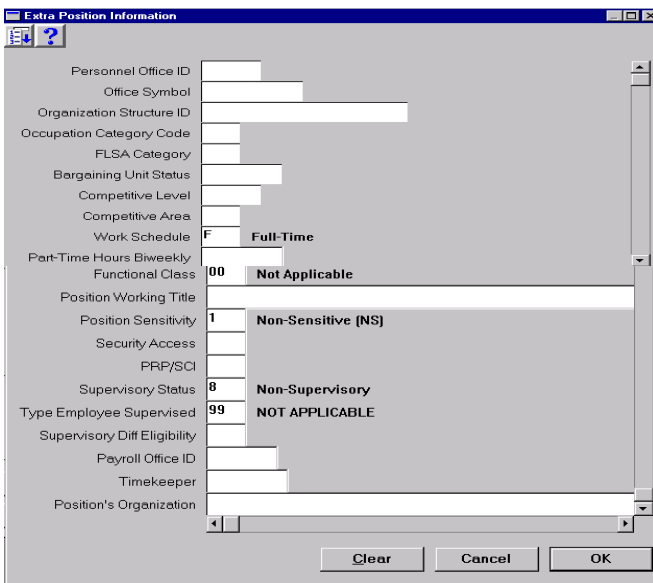
Completing the Multiple Agency Information Window (continued)

Step	Action																						
3	<p>Type the information in the data fields or use the LOVs.</p> <table> <tr> <th>Data Field</th><th>Description/Action</th></tr> <tr> <td><i>Position Mgt Review Status</i></td><td>Y - No Change.</td></tr> <tr> <td><i>Status</i></td><td>Defaults to 1.</td></tr> <tr> <td><i>Payroll Cost Code</i></td><td></td></tr> <tr> <td><i>Payroll Org Code</i></td><td></td></tr> <tr> <td><i>Funct Acct and Shred</i></td><td></td></tr> <tr> <td><i>Program Element</i></td><td>22698A - Hq Forces Cmd.</td></tr> <tr> <td><i>Mobility Reason</i></td><td>Defaults to 9.</td></tr> <tr> <td><i>Responsibility Level</i></td><td>2 - Supervisor or Manager.</td></tr> <tr> <td><i>Gun-Ammo Access ID</i></td><td>N - automatically populates.</td></tr> <tr> <td><i>Position Nationality</i></td><td></td></tr> </table>	Data Field	Description/Action	<i>Position Mgt Review Status</i>	Y - No Change.	<i>Status</i>	Defaults to 1.	<i>Payroll Cost Code</i>		<i>Payroll Org Code</i>		<i>Funct Acct and Shred</i>		<i>Program Element</i>	22698A - Hq Forces Cmd.	<i>Mobility Reason</i>	Defaults to 9.	<i>Responsibility Level</i>	2 - Supervisor or Manager.	<i>Gun-Ammo Access ID</i>	N - automatically populates.	<i>Position Nationality</i>	
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4	Click <OK>.																						
5	<p>The Extra Position Information Window displays again with PD data on the Title Bar. Click Save.</p> 																						

Continued on next page

Building a Position, Continued


Completing the US Government Position Group 1 Window

Step	Action
1	<p>Continue to the next Extra Position Information Flexfield and click US Government Position Group 1.</p>  <p>Click Details. The Extra Position Information Flexfield displays.</p> <p>Note: Some data fields are auto populated and should be changed if not correct for this position.</p> 

Continued on next page

Building a Position, Continued


Completing the US Government Position Group 1 Window (continued)

Step	Action	
2	Type the information in the data fields or use the LOVs.	
	Data Field	Description/Action
	Personnel Office ID (See Note below)	Click the LOV to automatically populate.
	Note: The Servicing Office ID and Region which were entered on the Additional Position Details Window earlier are combined and automatically populate Personnel Office ID . If the two data items are not consistent, it will not populate. You must go back to the Position Window, Descriptive Flexfield [] and review previous input.	
	Data Field	Description/Action
	<i>Office Symbol</i>	
	Organization Structure ID	(4 digits).
	<i>Occupation Category Code</i>	T-Technica.l
	FLSA Category	N – Nonexempt.
	Bargaining Unit Status	8888 – Ineligible.
	Competitive Level	
	Competitive Area	
	Work Schedule	F (Full Time).
	Part-Time Hours Biweekly	(Enter only when Work Schedule is “P”). N/A for this position.
	Functional Class	00 - Not Applicable.
	Position Working Title	Will appear on the NPA in “Appointing Official”. Note: Is required , if the incumbent will sign NPAs.
	Position Sensitivity -	1 (Non-Sensitive (NS)).

Continued on next page

Building a Position, Continued

Completing the US Government Position Group 1 Window (continued)

Step	Action	
	Data Field	Description/Data
	<i>Security Access</i>	0 (No access required: ENTNAC/NAC/NACI required).
	<i>PRP/SCI</i>	
	<i>Supervisory Status</i>	
	<i>Type Employee Supervised</i>	
	<i>Supervisory Diff Eligibility</i>	Defaults to 1.
	<i>Payroll Office ID</i>	CA.
	Timekeeper	
	<i>Position's Organization</i> (Position Address)	Ex: WDCA99JAFTB.
	Note: This will only appear in the <i>To</i> or <i>From</i> data fields on the NPA. If this is a new organization, you must build the address so it is available when you complete this window. See Building a Position's Organization Address (POA) in this chapter.	
3	Click <OK> and Click Save . The Extra Position Information Flexfield with position information on the Title Bar and position type displays again.	

Continued on next page

Building a Position, Continued

Completing the US Government Group 2 Window

Step	Action
1	Click US Government Position Group 2 .
2	Click the Details data field. The Extra Position Information Flexfield displays. <div data-bbox="574 634 1455 1346"> </div>

Continued on next page

Building a Position, Continued

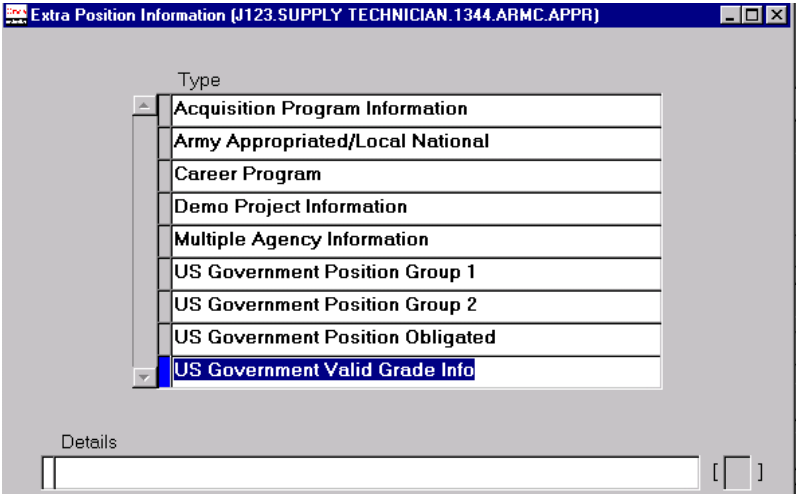
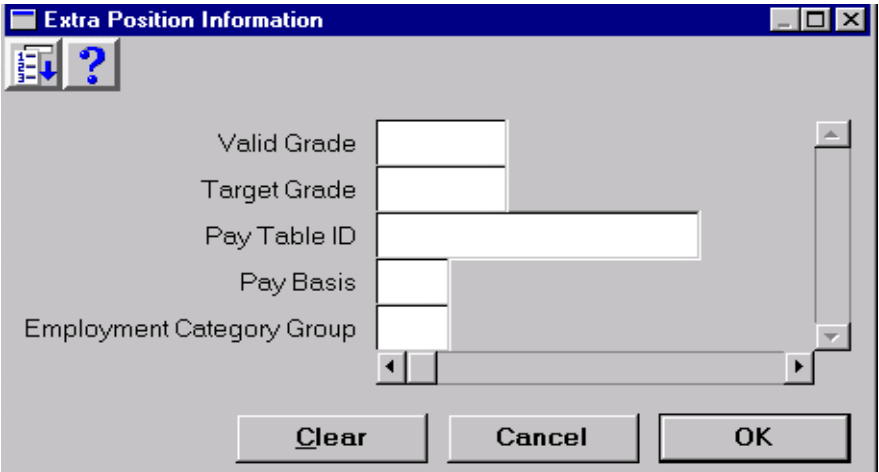
Completing the US Government Group 2 Window (continued)

Step	Action	
3	Use LOVs or type the information in the data fields.	
	Data Field	Description/Action
	<i>Position Type</i>	Automaticly populates - Ex: APPR.
	<i>Position Occupied</i>	1 Competitive Service.
	<i>Organization Function Code</i>	NBZ - Supply Disposal (Other).
	<i>Date Position Classified</i>	(Use calendar on Toolbar to select date or enter with hyphens. Ex: DD- MMM-YY - 27-JUL-1999).
	<i>Date Last Position Audit</i>	Enter date - 27-JUL-1999.
	<i>Classification Official</i>	H (Principal Classifier).
	<i>Language Required</i>	
	<i>Drug Test</i>	C (No Drug Test Required).
	<i>Financial Statement</i>	0 (N/A).
	<i>Training Program ID</i>	YY (N/A).
	<i>Key Emergency Essential</i>	N (Position Not Designated Emergency-Essential Or Key).
	<i>Appropriation Code 1</i>	00109820XCZ.
	<i>Appropriation Code 2 (AP)</i>	
	<i>Intelligence Position Ind</i>	1 (Non-Civilian Intelligence Personnel Management System).
	<i>LEO Position Indicator</i>	0 (No Applicable Program).
4	Click <OK>. Extra Position Information Flexfield with position types displays.	
5	Click Save .	

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Building a Position, Continued


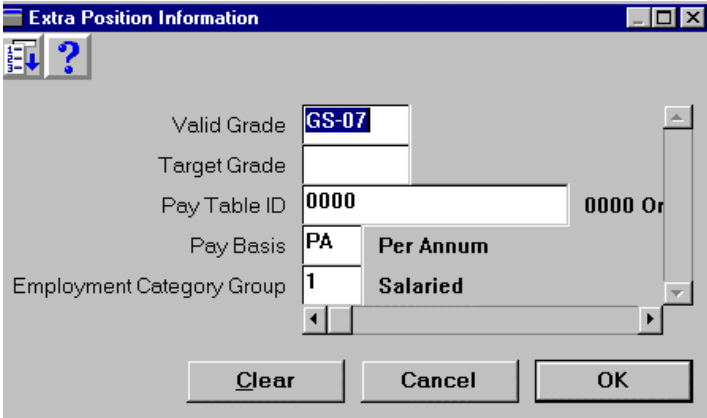
Completing the US Government Valid Grade Information Window

Step	Action
1	<p>On the Extra Position Information Window with type, click US Government Valid Grade Information.</p> 
2	<p>Click the Details data field. The Extra Position Information Window displays for grade data.</p> 

Continued on next page

Building a Position, Continued


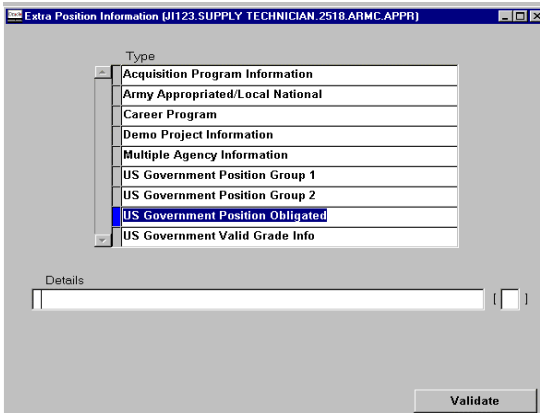
Completing the US Government Valid Grade Information Window (continued)

Step	Action												
3	<p>Using the LOVs, enter:</p> <table border="1"> <thead> <tr> <th>Data Field</th><th>Description/Action</th></tr> </thead> <tbody> <tr> <td>Valid Grade</td><td>Enter Pay Plan and Grade, Ex: GS-07.</td></tr> <tr> <td>Target Grade</td><td></td></tr> <tr> <td>Pay Table ID</td><td>(Enter % for a query) - Ex: 0000.</td></tr> <tr> <td>Pay Basis</td><td>PA (Per Annum).</td></tr> <tr> <td>Employment Category Group</td><td>1 (Salaried).</td></tr> </tbody> </table> <p> Note: You must enter both Pay Plan and Grade (separated by a dash). If unknown, use the LOV and query, i.e., %GS%.</p> <p>♦ Example:</p> 	Data Field	Description/Action	Valid Grade	Enter Pay Plan and Grade, Ex: GS-07.	Target Grade		Pay Table ID	(Enter % for a query) - Ex: 0000.	Pay Basis	PA (Per Annum).	Employment Category Group	1 (Salaried).
Data Field	Description/Action												
Valid Grade	Enter Pay Plan and Grade, Ex: GS-07.												
Target Grade													
Pay Table ID	(Enter % for a query) - Ex: 0000.												
Pay Basis	PA (Per Annum).												
Employment Category Group	1 (Salaried).												
4	Click <OK>. The Extra Position Information Window with position type displays again.												
5	Click Save .												

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Building a Position, Continued

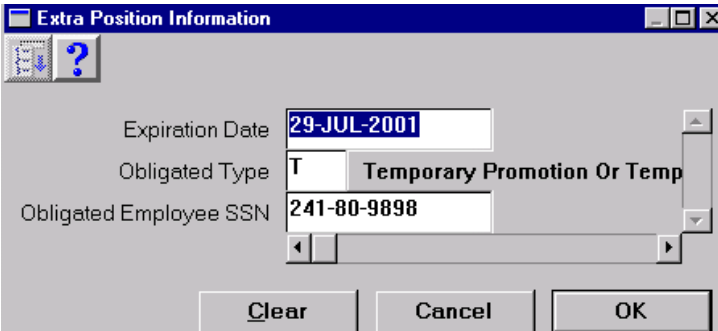
Completing the US Government Position Obligated Window

Step	Action								
1 	<p>Note: Use this information if the position is obligated to an employee. When an employee vacates the position, but has return rights to the position from an overseas tour, a temporary promotion, or military service, this window obligates the position until the employee returns or the obligation expires.</p> <p>On the Extra Position Information Window with Type, click US Government Position Obligated.</p> 								
2	Click the <i>Details</i> data field.								
3	<p>Extra Position Information Flexfield displays. Use the LOVs to enter:</p> <table border="1"> <thead> <tr> <th>Data Field</th><th>Description/Example</th></tr> </thead> <tbody> <tr> <td><i>Expiration Date</i></td><td>Ex: 29-JUL 2001.</td></tr> <tr> <td><i>Obligated Type</i></td><td>T - (Temporary Promotion or Temporary Reassignment).</td></tr> <tr> <td><i>Obligated SSAN</i></td><td>(SSAN)</td></tr> </tbody> </table>	Data Field	Description/Example	<i>Expiration Date</i>	Ex: 29-JUL 2001.	<i>Obligated Type</i>	T - (Temporary Promotion or Temporary Reassignment).	<i>Obligated SSAN</i>	(SSAN)
Data Field	Description/Example								
<i>Expiration Date</i>	Ex: 29-JUL 2001.								
<i>Obligated Type</i>	T - (Temporary Promotion or Temporary Reassignment).								
<i>Obligated SSAN</i>	(SSAN)								

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Building a Position, Continued

Completing the US Government Position Obligated Window (continued)


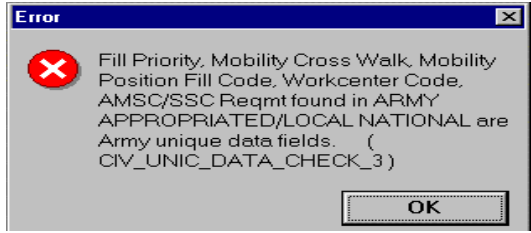

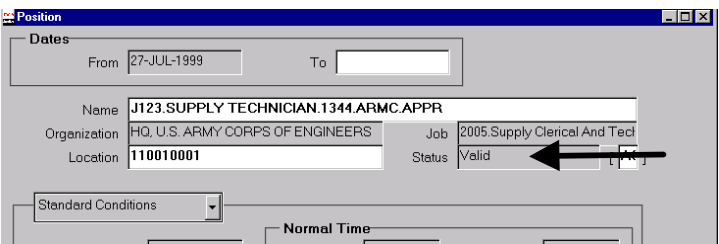
Step	Action
4	<p>Example:</p> 
5	Click <OK>. Click Save .

Completing Remaining Extra Position Information Types

Step	Action				
1	Complete the remaining Extra Position Information Types as required until all the information has been entered.				
2	Use the following to determine the windows requiring information.				
	<table><tr><th>If...</th><th>Then...</th></tr><tr><td>The type of position is one of the following:<ul style="list-style-type: none">• NAF• Acquisition• Career Program• Demo Program</td><td>Click the appropriate flexfield. ♦ Example: If the position is an Acquisition Position, click Acquisition Program Information on the Extra Position Information Window and follow steps provided in Chapter 1, Component Unique Flexfields.</td></tr></table>	If...	Then...	The type of position is one of the following: <ul style="list-style-type: none">• NAF• Acquisition• Career Program• Demo Program	Click the appropriate flexfield. ♦ Example: If the position is an Acquisition Position, click Acquisition Program Information on the Extra Position Information Window and follow steps provided in Chapter 1, Component Unique Flexfields.
If...	Then...				
The type of position is one of the following: <ul style="list-style-type: none">• NAF• Acquisition• Career Program• Demo Program	Click the appropriate flexfield. ♦ Example: If the position is an Acquisition Position, click Acquisition Program Information on the Extra Position Information Window and follow steps provided in Chapter 1, Component Unique Flexfields.				
	You have entered all required data, you are ready to validate the position,	On the last Extra Position Information window, click < Validate > and follow the steps in Validating the Position at the end of this Chapter. Or, click Action and Close Form on the Main Menu Bar and return to the Position Window. Click < Validate >.			

Validating the Position

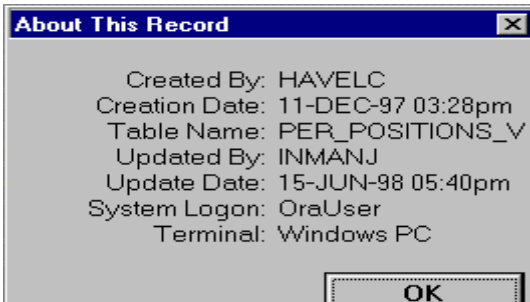
Validating the Position

Step	Action	
1	On the last Extra Position Information Window, click < Validate >.	
	If...	Then...
	The Position doesn't validate. 	<p>You will receive a dialog box with an error message of data fields to fix. Retrieve the Flexfield(s) and make corrections.</p> <p>Note: You may refer to the List of Position Data Fields with Associated Flexfield Windows in the Module Overview or in the Appendix: Position Data for Components/Agencies.</p> <p>◆ Example:</p>  <p>After correcting, click Validate on the Extra Information Flexfield to simultaneously save your changes and validate the data. Repeat until the Position Window displays “Valid” in the Status Box.</p> <p> Note: You can validate the position at any of the Extra Position Information Windows or on the main position window.</p>
	If...	Then...
	The position validates	<p>The Status Box on the Position Window will show “Valid”.</p> 
2	Click Save . You can now use the validated position for processing position-related RPAs.	
3	Link the position in the appropriate position hierarchy. Follow the steps in Chapter 3, Managing Position Hierarchy, “Linking a Position to the Position Hierarchy”.	


Continued on next page

Validating the Position, Continued

About This Position

Step	Action
1	Follow these steps to retrieve additional information about the position. Click Help on the Toolbar and click <u>A</u>bout This Record....
2	<p>The About This Record Dialog Box displays. It provides information on who created the position and when, the table name, who updated the position and when, etc.</p> 
3	Click <OK> to return to your action.

Exiting the Position

Step	Action
1	<p> Caution: If you used the <i>Alter Effective Date</i> Window to change the effective date of this position, click it again and click “Reset” to change the system date back to the current date.</p>
2	Click <u>A</u>ction and <u>C</u>lose Form on the Toolbar, or click the X at the top right hand corner on the Position Window to return the Navigation List .

Building a Position's Organization Address (POA)

Purpose



This section explains how to build a **Position's Organization Address (POA)**.

Note: This procedure will be required when a new organization has been added to the Position Hierarchy at the local level.

In This Section

The following topics are discussed:

- Accessing and Completing the Organization Window.
 - Completing the Organization Classifications Flexfield and Completing the US Government Organization Report Information.
-

Definition

Position's Organization Address (POA) - populates the **"TO"** and **"FROM"** data fields on the Request for Personnel Action (RPA) and the Notification for Personnel Action (NPA).

- When you build the position address, it will be available in building a position for a new organization.
 - To access the address, use the **Building a Position** procedure after you have completed Building a POA.
 - The Position's Organization data field is located in the **Extra Position Information** Window in the **US Government Position Group 1** Flexfield Window.
-

See Also



Module 2, Position Management and Classification Using the Modern DCPDS

Chapter 2, Managing Positions

Module 1, Fundamentals of the Modern DCPDS

Module 3, Processing Requests for Personnel Actions Using the Modern DCPDS

Chapter 1, Processing a Request for Personnel Action

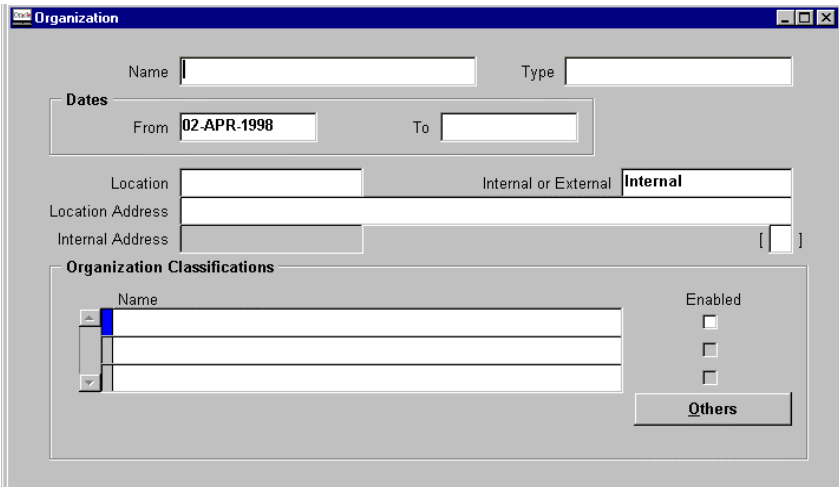

Who Uses and Maintains

Personnelist designated by their Component will maintain and use the POA. User must be in Classifier Role to build a POA.

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Building a Position's Organization Address (POA), Continued

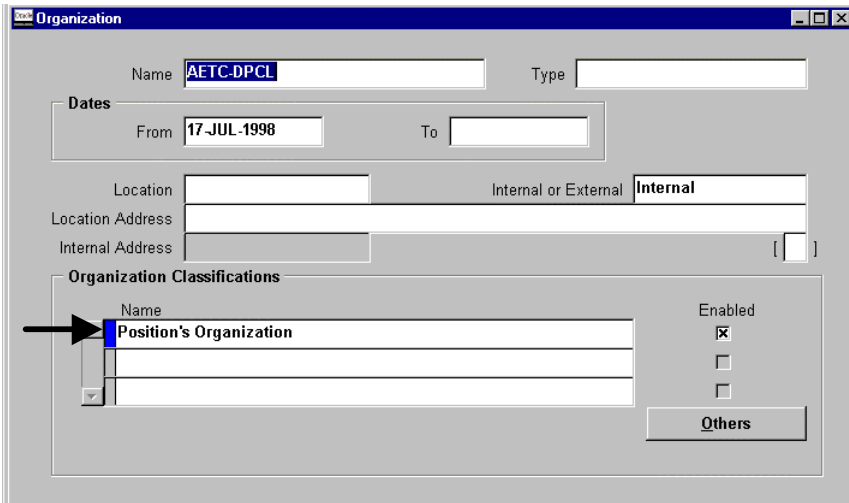
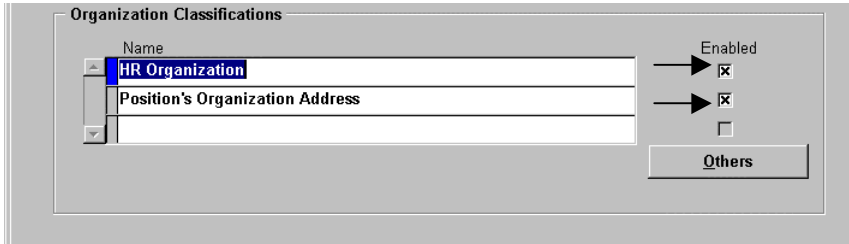
Accessing and Completing the Organization Window

Step	Action
1	On the Navigation List → <i>Work Structures</i> → <i>Organization</i> → <i>Custom</i> → <Open> .
2	<p>The Organization Window displays with the From Date data field auto populated and the Internal or External data field auto populated with "Internal". The Others Taskflow Button is located on the lower right-hand corner of the window.</p> 
3	<p>In the Name data field on the Organization Window, enter a unique name to identify the position's address (Ex: AETC-CPCH).</p> <p>Note:</p> <ul style="list-style-type: none"> If you built the position earlier, or will be effecting the action prior to the current date, set the Alter Effective Date  to match, otherwise, you will get a "Date warning message". <p>Do not complete Location or Location Address. Click Save.</p>

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Building a Position's Organization Address (POA), Continued

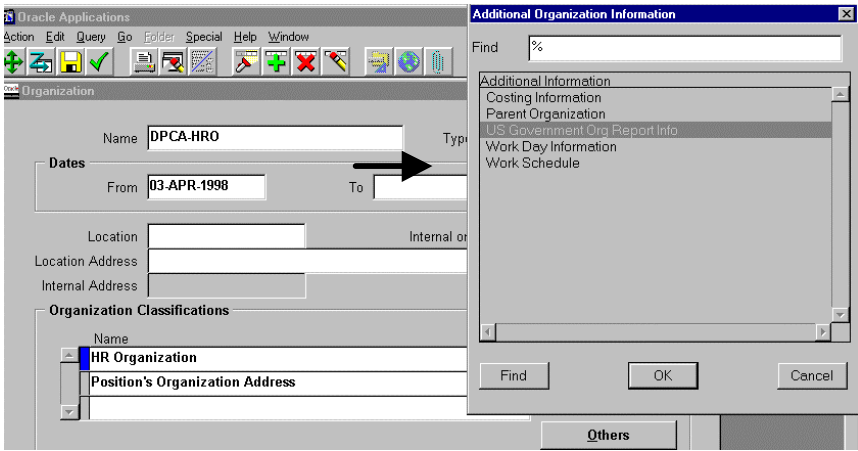
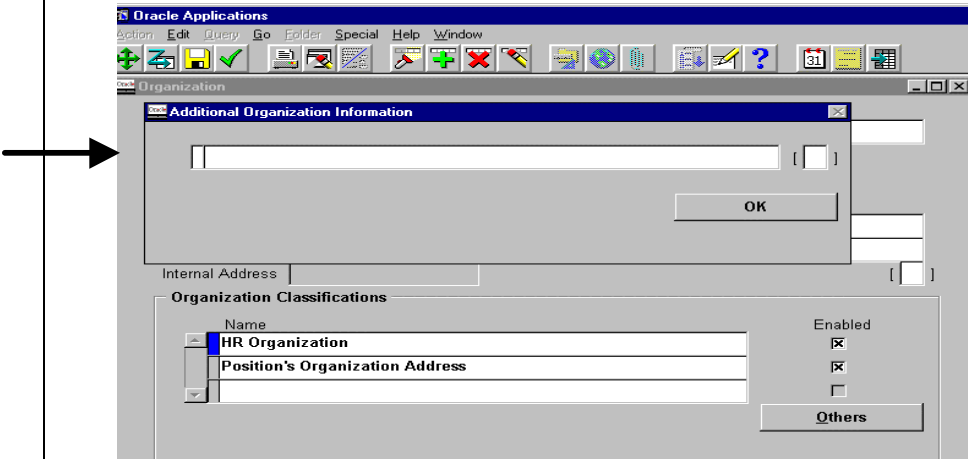

Accessing and Completing the Organization Window (continued)

Step	Action
4	<p>The Name data field under Organization Classifications auto populates with the words “Position’s Organization” and the enabled checkbox is activated.</p> 
5	<p>Click the data field with Position’s Organization . “HR Organization” replaces “Position’s Organization” in the previous data field and “Position’s Organization Address” populates the following data field. Both Enabled check boxes are now activated.</p> 

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Building a Position's Organization Address (POA), Continued

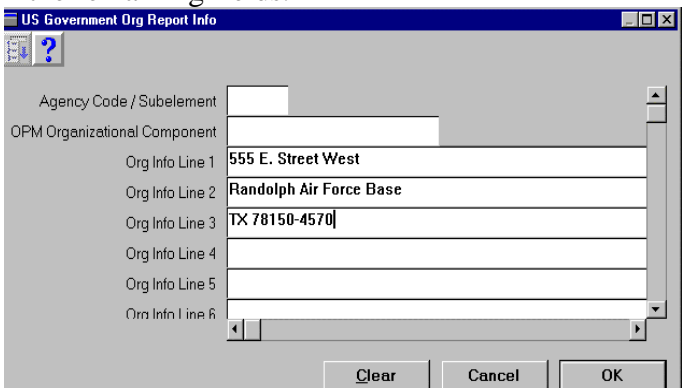
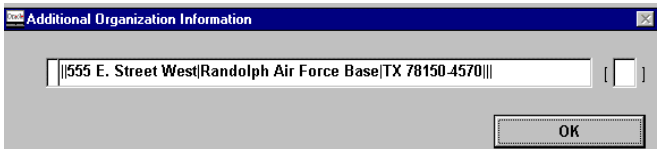
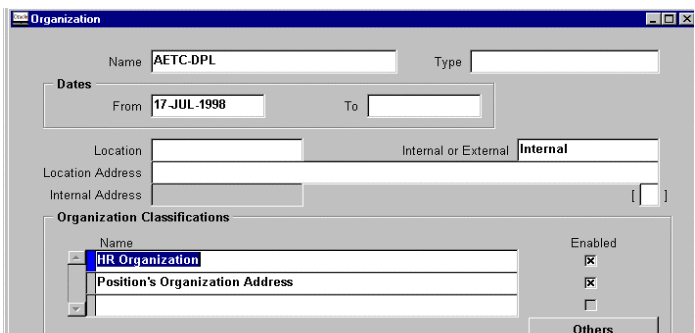
Completing the Additional Organization Information Flexfield

Step	Action
1	<p>Click <Others>. The Additional Organization Information Flexfield displays. Click <i>US Government Org Report Info</i>. Click <OK>.</p> <p>Example:</p> 
2	<p>The Additional Organization Information Window displays. Click the blank data field.</p> 
3	<p>The US Government Org Report Info Flexfield Window displays.</p> <p>Caution: The first two data fields must be left blank. (They are not connected to any other data fields, nor are they usable once you leave this form.)</p> 

Continued on next page

Building a Position's Organization Address (POA), Continued

Completing the Additional Organization Information Flexfield (continued)

Step	Action
4	<p>Type the organization address (equivalent to the Table 30 in Legacy DCPDS) in the remaining fields.</p>  <p>Click <OK>.</p>
5	<p>The Additional Organization Information Detail is populated with the Organization Address.</p>  <p>Click Save. Click <OK>.</p>
6	<p>The Organization Window displays. The new Position's Organization Address (POA) is now available in position by clicking the LOV for Position's Organization in <i>US Government Position Group 1</i> Flexfield Window. It does not populate any data fields on this window.</p> 
7	Click A ction on the Main Menu and C lose Form or C lose W indow.

Building a Virtual Position

Purpose

This section explains how to build virtual positions. Virtual positions are required for:

- Placeholders for a military supervisors.
- External users who have a need to be in the database to perform their duties, but are not assigned to an organization in the database.

An example of a Navy military virtual position is being used for illustration purposes.

See Also



Module 2, Position Management and Classification Using the Modern DCPDS

Chapter 1, Building Positions

Chapter 2, Managing Positions:

Quick Copying a Position

Changing Unencumbered Positions

Changing Encumbered Positions

Before You Begin

Virtual positions are:

- Used as “**place holders**” to maintain chain-of-command responsibility within Component position hierarchies.
- Required when supervisors of civilian employees are not in the database, i.e., military supervisors of civilian employees (**Job** series = **0002**; **Type** = **MIL**).
- Required for **external users**, i.e., personnelists performing servicing duties for a region other than the one to which assigned as an employee (**Job** series = **0003**; **Type** = **EXT**).



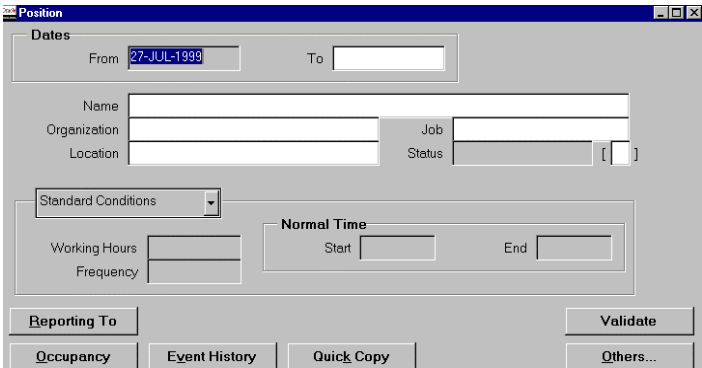


Note: Based on work assignments, a personnelist who services employees in a different region will be assigned two positions:

1. A regular position at the work site with appropriate **Job** series.
 2. A virtual “**external user**” position in the database at a different region than the one assigned to with a **Job** series of 0003.
- All the data fields are not required as they are for an appropriated position.
 - The position must be placed in the hierarchy to maintain chain-of-command.
 - If you have only one civilian position, i.e. secretary, who reports to a military supervisor, you will still need to build a virtual position for the military supervisor.
-

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Building a Virtual Position, Continued

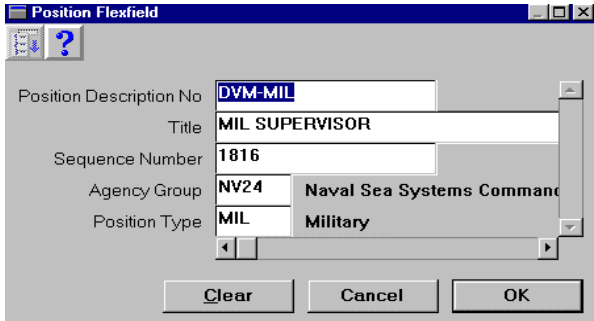
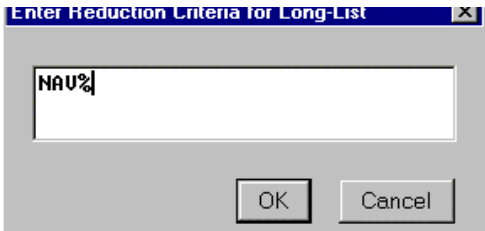
Completing the Position Window (Ex: Navy Virtual Position)

Step	Action
1	<p>On the Navigation List → <i>Work Structures</i> → <i>Position</i> → <i>Description</i> → <Open>.</p> <p>The Position Window displays:</p> 
2	On the Position Window, click <i>Name</i> .
3	<p>The Position Flexfield displays. Tab to each field and use the LOV to enter the data.</p> <ul style="list-style-type: none"> • Position Description No (All caps, i.e., CH-MIL, up to 15 characters). <p> Note: Remember this number if you want to retrieve the position later.</p> <p> Caution: If you use all upper or all lower case in the position name, the system recognizes them as two separate positions. Ex: If you build a position and name it “ABC,” the system will not recognize it if you try to retrieve it as “abc”.</p> <ul style="list-style-type: none"> • Title (For consistency, enter all caps, or use LOV.) <ul style="list-style-type: none"> ♦ Example: VIRTUAL MILITARY POSITION • Sequence Number (System generated, but you can override it.)

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Building a Virtual Position, Continued

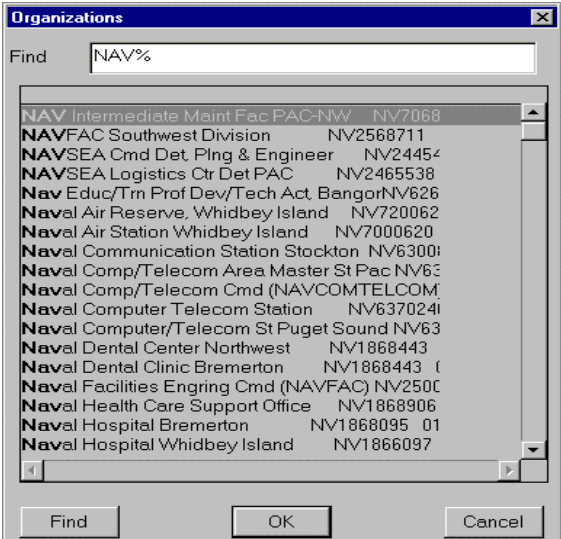
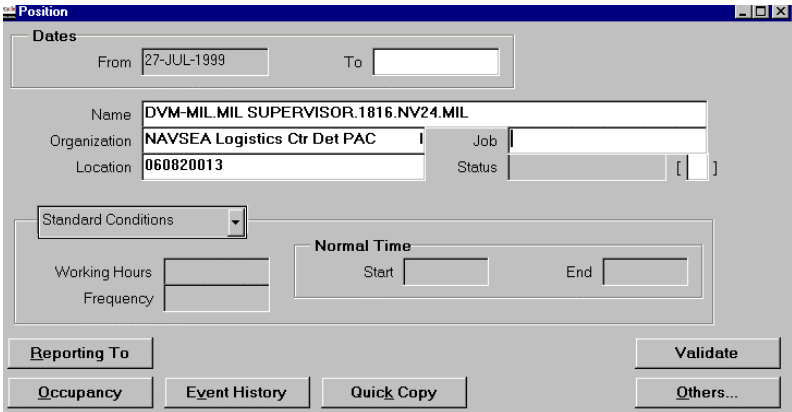

Completing the Position Window (Ex: Navy Virtual Position) (continued)

Step	Action
3 (cont)	<ul style="list-style-type: none"> • Agency Group: This is the owning Agency, i.e., NV09. (Block 47 on the NPA.) • Position Type: For consistency, use all caps, i.e., MIL. <p>Note: There are three buttons at the bottom of each Flexfield:</p> <ul style="list-style-type: none"> • <Clear> deletes entered data. • <Cancel> leaves the window without saving any data. • <OK> accepts the data and displays the next window. 
4	Click <OK>.
5	<p>The Position Window displays. The cursor moves to the Organization data field.</p> <p>Note: The Name Field populates from Step 2.</p>
6	<p>Click the LOV to select the Organization.</p> <p>Note: Enter reduction criteria, (Ex: NAV%)</p> 
7	Click <OK>. The Organizations Window displays. Select an Organization.

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Building a Virtual Position, Continued

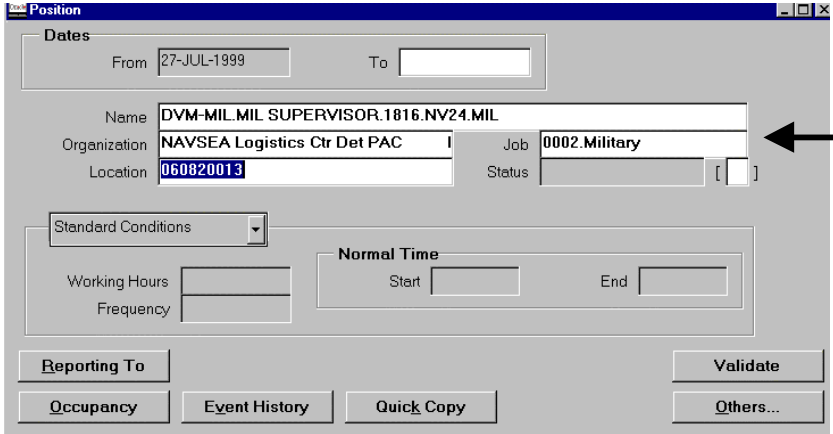

Completing the Position Window (Ex: Navy Virtual Position) (continued)

Step	Action
7 (cont)	 <p>Click <OK>.</p>
8	<p>The Position Window displays. The Organization and Location data fields populate from Step 6.</p>  <p> Note: Organizations are centrally maintained at the UIC (specific to all DoD components except Air Force) and PAS Code (specific to Air Force and Air National Guard) level. Contact your Component for adding an organization not on the list.</p>
9	<p>Cursor moves to Job data field. Enter the four digits of the occupational series (for military: 0002; external user: 0003). Press Enter.</p>

Continued on next page

Building a Virtual Position, Continued

Completing the Position Window (Ex: Navy Virtual Position) (continued)

Step	Action
10	<p>The <i>Numerical Code</i> and <i>Occupational Series</i> display.</p> 
11	<p>Click the Descriptive Flexfield “[]” (after the Status Box) to add additional position details.</p> 



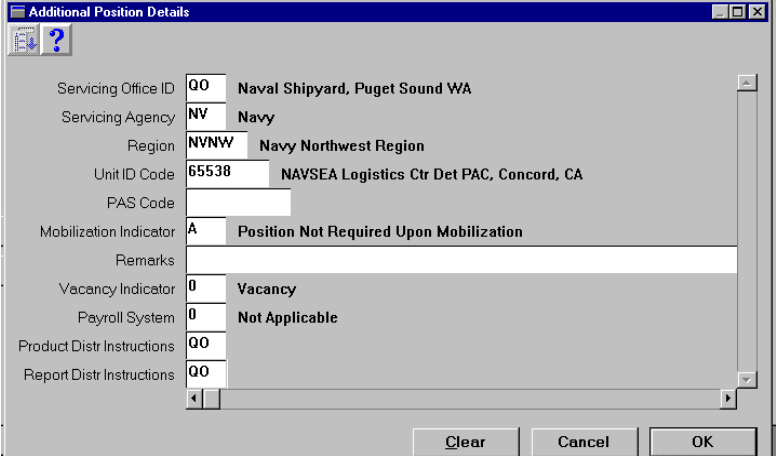
Completing the Additional Position Details

Step	Action												
1	The Additional Position Details Flexfield Window displays.												
2	<p>Use the LOVs to enter:</p> <table border="1"> <thead> <tr> <th>Data Field</th><th>Description/Action</th></tr> </thead> <tbody> <tr> <td><i>Servicing Office ID,</i></td><td>Ex: 4H</td></tr> <tr> <td><i>Region</i></td><td>Ex: NVCR</td></tr> <tr> <td><i>Unit ID Code</i></td><td>(all DoD except AF), e.g., 00253</td></tr> <tr> <td>PAS Code</td><td>(AF and Air National Guard)</td></tr> <tr> <td><i>Mobilization Indicator</i></td><td>Ex: B</td></tr> </tbody> </table>	Data Field	Description/Action	<i>Servicing Office ID,</i>	Ex: 4H	<i>Region</i>	Ex: NVCR	<i>Unit ID Code</i>	(all DoD except AF), e.g., 00253	PAS Code	(AF and Air National Guard)	<i>Mobilization Indicator</i>	Ex: B
Data Field	Description/Action												
<i>Servicing Office ID,</i>	Ex: 4H												
<i>Region</i>	Ex: NVCR												
<i>Unit ID Code</i>	(all DoD except AF), e.g., 00253												
PAS Code	(AF and Air National Guard)												
<i>Mobilization Indicator</i>	Ex: B												

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Building a Virtual Position, Continued

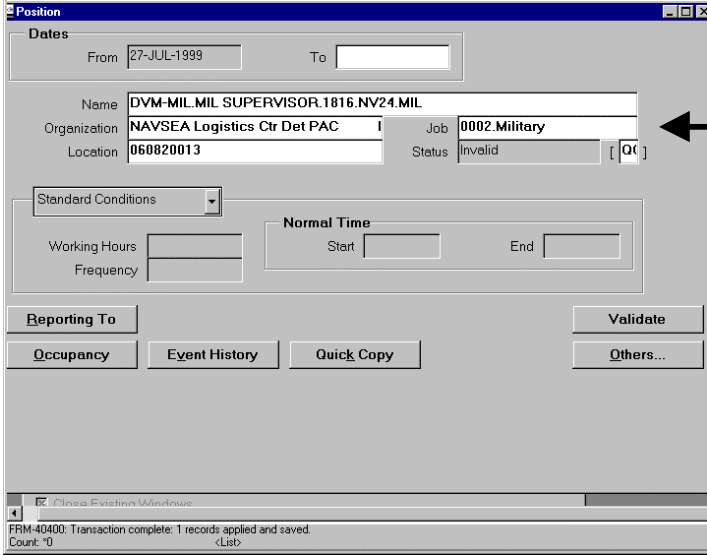
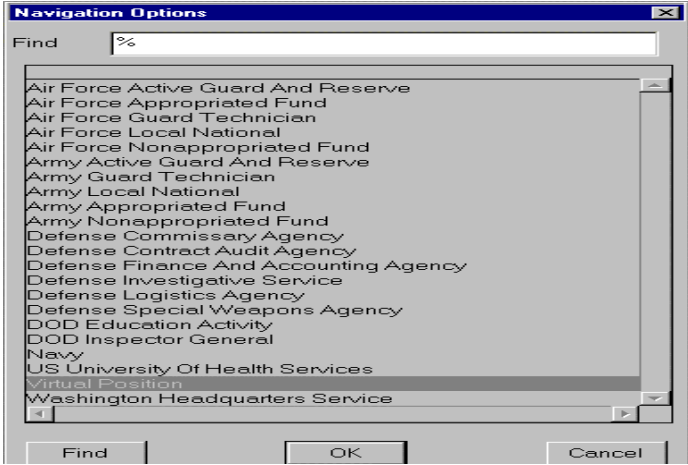
Completing the Additional Position Details (continued)

Step	Action	
2 (Cont'd)	Data Field	Description/Action
	<i>Remarks</i>	Enter free form text
	<i>Vacancy Indicator</i>	Ex: 0
	<i>Payroll System</i>	Ex: D
 	<p>Note: <i>Product Distr Instructions</i> and <i>Report Distr Instructions</i> are based on Servicing Office ID and populate during the initial entry.</p> <p>Caution: If you do not override (manually change) the defaults of these two elements, subsequent changes populate them. However, if you do override either of these two elements, and later change the Servicing Office ID, you must ensure the codes are correct and make changes if required.</p>	
3	<p>Click <OK> and click Save.</p> 	

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Building a Virtual Position, Continued

Completing the Additional Position Details (continued)

Step	Action
4	<p>The Position Window displays with the descriptive flexfield populated. A message indicating the transaction has been completed appears in the Message Line. Click Save.</p> 
5	<p>Click <Others...> on the Position Window. The Navigation Options Window displays. Click Virtual Position.</p> 

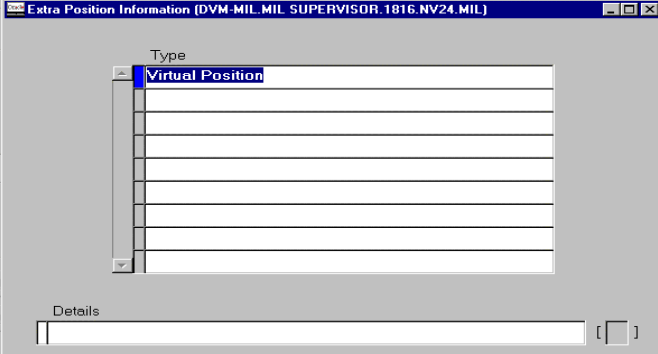
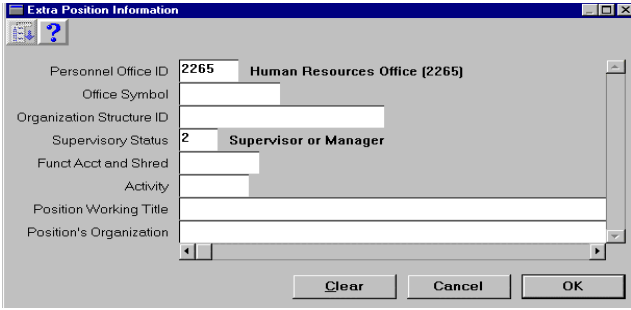
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Building a Virtual Position, Continued

Completing the Additional Position Details (continued)

Step	Action
6	Click <OK>.
7	The Extra Position Information Window displays.

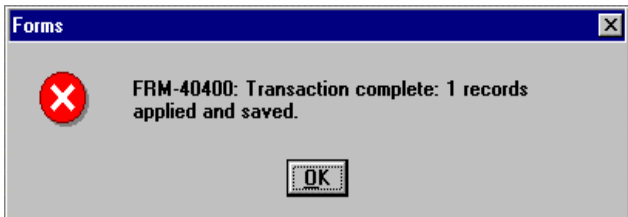
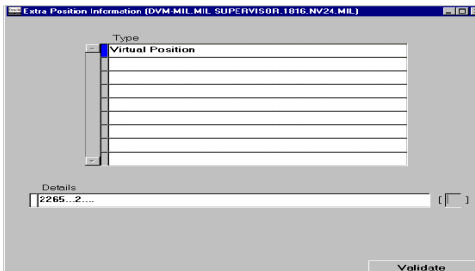
Completing the Extra Position Information Window

Step	Action								
1	<p>The Extra Position Information Flexfield Window displays.</p>  <p>Click Details Box.</p>								
2	<p>The Extra Position Information Flexfield Window displays.</p>  <p>Use the LOVs to enter:</p> <table border="1"> <thead> <tr> <th>Data Field</th><th>Description/Action</th></tr> </thead> <tbody> <tr> <td>Personnel Office ID</td><td>Ex: 2365</td></tr> <tr> <td><i>Office Symbol</i></td><td></td></tr> <tr> <td><i>Organization Structure ID</i></td><td></td></tr> </tbody> </table>	Data Field	Description/Action	Personnel Office ID	Ex: 2365	<i>Office Symbol</i>		<i>Organization Structure ID</i>	
Data Field	Description/Action								
Personnel Office ID	Ex: 2365								
<i>Office Symbol</i>									
<i>Organization Structure ID</i>									

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Building a Virtual Position, Continued


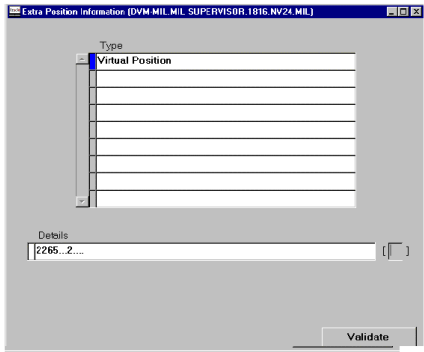
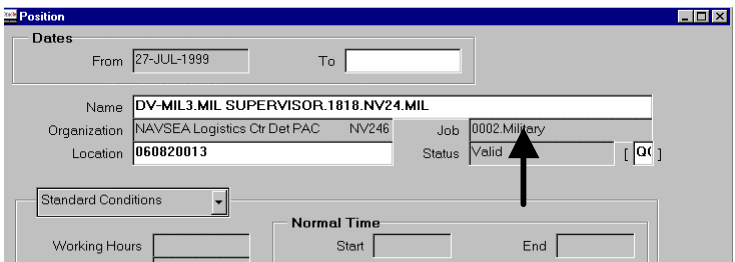
Completing the Extra Position Information Window (continued)

Step	Action	
2 Cont'd	Data Field	Description/Action
	<i>Supervisory Status</i>	Ex: 2
	<i>Funct Acct and Shred</i>	
	<i>Activity</i>	
	<i>Position Working Title</i>	
	<i>Position's Organization</i>	
3	Click <OK> and Save . A dialog message box displays which indicates the transaction is complete. ♦ Example: 	
	Click <OK> .	
4	The Extra Position Information Window displays.  Click <Validate> .	

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Building a Virtual Position, Continued

Completing the Extra Position Information Window (continued)

Step	Action
5	<p>A dialog box displays which indicates there are no additional changes to save.</p>  <p>Click <OK>.</p>
6	<p>The Extra Position Information Window displays again.</p>  <p>Click <Validate>.</p>
7	<p>Click the X on the top right-hand corner of the window to return to the main Position Window.</p>
8	<p>The Position Window displays. The Status is now “Valid.” The Virtual Position is now ready to link to the Position Hierarchy.</p> 
9	<p>DateTrack back a day to ensure the position is available for use.</p>